

ADMISTRATOR AUTHORIZATION FORM

Take advantage of this opportunity for your principal to attend the **2018 Literacy for All Conference** on **October 28-30th** in Providence, RI for **FREE!**

Your Principal, Assistant Principal, or Other Administrator attends with any registration type for FREE with 5 registrants. See below for details.

- To claim a FREE registration for a **principal, assistant principal or other administrator**, there must be 5 or more registrations from the **same school building attending the conference for two or three days**. No exceptions.
- Complete this form after the **5** registrants have been registered and we have received payment for the registrations. Payment in the form of a purchase order, check or credit card for the first 5 individuals' conference fees must be received prior to issuing the free registration.
- Once payment and this completed form are received, the principal, assistant principal or administrator may register online via our online registration system. They will receive the free registration on **any registration type they choose**.

Principal/Assistant Principal or Administrator Name: _____

School administration address: _____

School website: _____

Contact name: _____

Contact phone number and email address: _____

PAID Attendee Name	School Name	School District	Date of Registration
1.			
2.			
3.			
4.			
5.			

Cancellation Policy: If attendance slips below 5, the free registrant will then be responsible for the full fee. A substitution may be made for a **PAID** registrant if the LFA Office is notified via email. The free principal, assistant principal or administrator registration can only be substituted if the person substituting is also a principal, assistant principal or administrator.

Fax or mail form to: Literacy for All Conference
 Lesley University
 29 Everett Street
 Cambridge, MA 02138
 Fax: 617-349-8490 Email: literacy@lesley.edu