

Registration Worksheet

IMPORTANT: This worksheet is ONLY for use in gathering information for ONLINE REGISTRATION. DO NOT send worksheets to PSBA as they will NOT be entered in place of an online registration. Registrations MUST be completed ONLINE ONLY. (Registration does NOT include hotel reservations.)

*If you will be completing online registrations for multiple people, complete the **CONTACT information** and then make copies for each registrant to complete their individual details. Use the forms as a reference to accurately register all individuals.*

School/Organization Name _____

Contact Person _____

Phone () _____

Email _____

☐ **Yes, we are a PSBA All-Access participating district
(save 20% on full conference registration!)**

Individual Registrant Information

First Name _____ Last Name _____

Preferred Name (as it appears on badge) _____

Position/Job Title _____

Email _____

Accessibility/Dietary/Special Needs _____

Emergency Contact

Name _____

Phone () _____

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Registration Type

- ☐ **Full Conference** (Sunday, October 19 – Tuesday, October 21, 2025) **\$599 (or \$509 for All-Access Members)**
(includes two keynote speakers, education sessions, exhibit hall, program materials, breakfast on Monday and Tuesday, lunch on Monday and Tuesday, dinner on Sunday, two exhibit hall receptions, and PA Public Education Foundation Awards and Student Showcase)

OR

- ☐ I will attend ONLY on the following **individually selected days (no discounts apply)**:
- Sunday, October 19, 2025 **(\$250)**
 - Monday, October 20, 2025 **(\$250)**
 - Tuesday, October 21, 2025 **(\$250)**

****Please note – Delegate Assembly registration is a separate event from the School Leadership Conference. Information for Delegate Assembly is mailed to your board secretary.****

PAYMENT METHOD

- ☐ Bill my school entity
☐ Credit card (VISA or Mastercard only)

Spouse or Guest Yes No

*One complimentary registration per paid registrant. Includes exhibits and education sessions **ONLY** (no meals).*

**Guests may not be school board directors, superintendents or other school staff.*

First Name _____ Last Name _____

Preferred Name (as it appears on badge) _____

Accessibility/Dietary/Special Needs _____

Cancellation Policy:

All cancellations must be submitted in writing on district letterhead and be mailed to PSBA, 400 Bent Creek Blvd., Mechanicsburg, PA 17050, or emailed to conference.info@psba.org. The last day to cancel and receive a full registration fee refund is **September 26, 2025**. A \$50 cancellation fee will be charged for cancellations received after September 26, 2025. **Beginning October 10**, NO REFUNDS will be granted on any registrations, meals or events. No-shows will be charged the full registration fee.