

**INSTITUTE REGISTRATION FORM**

**Comprehensive Training Programs for Classified Leaders  
DIRECTOR OF FISCAL SERVICES**

**Fax completed registration form to TSS at 707.422.6494  
or email to workshops@totalschoolsolutions.net.**

**Personal Information**

(All fields are required)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

District Name: \_\_\_\_\_

Address: \_\_\_\_\_

(Number) (Street Name)

(City)

(Zip Code)

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Location**

Riverside Unified School District - 3380 14th Street, Riverside, CA 92501

**Start Date**

September 8, 2017

**Institute sessions begin at 8:00 a.m. and end at 5:00 p.m.**

**Cost:**

\$4,500 per person

All materials included

**Method of Payment:**

Check made payable to Total School Solutions

District Purchase Order ( PO# \_\_\_\_\_ )

**Mail Payment to: Total School Solutions, 4751 Mangels Blvd., Fairfield, CA 94534**

**Cancellation Policy**

- Cancellations received by August 31, 2017 will be subject to a \$500 fee.
- Cancellations received on or after August 31, 2017 and "No Shows" will be subject to the full registration fee.
- All cancellations must be submitted in writing.

**Your Signature:** \_\_\_\_\_

*I understand and accept the cancellation policy*