

## Training Engagement Form

September 12, 2017

Elizabeth Wilson  
Centinela Valley CA  
US2009CA540

We received your training/consulting request and look forward to providing this training. In order to assign an appropriate resource, please confirm that the information provided in this proposal is accurate. Please review, sign, and return this proposal immediately to minimize travel and engagement costs. By signing the Training Engagement Form, you agree with the terms and conditions listed below.

**Pending training/consulting request:**

PowerSchool Build Workshop  
Date: June 18-22, 2018  
Location: 14901 S. Inglewood Ave.  
Lawndale, CA 90260

Hours: 8:30AM – 4:00PM (ONSITE)

NUMBER OF PARTICIPANTS: 15 (\$200 US per person, per day for over 15, maximum of 20)

TRAINING/CONSULTING COSTS INCLUDING EXPENSES: \$10,000.00

### TERMS AND CONDITIONS (T&C)

PowerSchool trainers and consultants are located nationwide. We will first try to staff your request using a resource located in your region. However, when a regional trainer is not available, we will deploy the nearest qualified resource.

Our staff is required to utilize a corporate booking system to take advantage of negotiated reduced rates on airfare, lodging, and rental cars. In addition to airfare, lodging, and car rental expenses, PowerSchool reimburses up to \$50 US per day for meals plus reasonable miscellaneous expenses such as tips, taxis, or car services when appropriate, public transportation when appropriate, toll charges, airport parking, mileage to and from the airport or training site (at the published IRS reimbursement rate), and any travel penalties incurred as a result of changes you make to the engagement.

This Training Engagement Form must be completed and returned prior to **9-19-17** to be considered valid. If you need to cancel this engagement, please do so by 5:00PM Pacific Standard Time on **5-28-18**. Any cancellation request received after this date will be subject to a 50% cancellation fee plus any incurred expenses.

As host, it is your responsibility to make sure all the participants are from only your district. You are also responsible for the training environment, which includes the following:

- Training room with a computer with high-speed internet access for each participant
- Hardware and Software: Please refer to the minimum requirements at [https://support.powerschool.com/f/powerschool\\_90000](https://support.powerschool.com/f/powerschool_90000)
- Computers must have Microsoft Excel, Adobe Acrobat or Preview, and Java 1.8
- Projector and screen that is visible to all participants
- Whiteboard or chalkboard with writing tools

- Appropriate lighting, chairs, and temperature
- No interruptions for duration of the training
- For online trainings, the customer is responsible for any toll charges incurred to connect to the telephone conference call.

By initialing here, I confirm that I have read and agree to the Terms and Conditions: \_\_\_\_\_

### **PAYMENT POLICY**

PowerSchool will provide services ONLY when a method of payment is on file.

\_\_\_\_\_ We will use the following Purchase Order for this event: \_\_\_\_\_

\_\_\_\_\_ We need a new Purchase Order for this event.

Your PO should be made out to:  
PowerSchool Group, LLC  
150 Parkshore Dr., Folsom, CA 95630

Please ensure that your purchase order includes an approval signature and email it to [training@powerschool.com](mailto:training@powerschool.com) or fax it to our office at (916) 288-1591.

### **FINALIZATION OF EVENT**

Once you have reviewed and initialed this Training Engagement Form, please sign and email a copy to [training@powerschool.com](mailto:training@powerschool.com) or fax a copy to our office at (916) 288-1591.

- Your training event will show a "tentative" status on PowerSource under My Site's Training until we receive both this signed proposal letter and a form of payment.
- Once confirmed, the event will show as "confirmed" on PowerSource.
- Your trainer will contact you at least 1 week prior to the event.

We look forward to the training!

The Product Education Team  
PowerSchool Group LLC  
[training@powerschool.com](mailto:training@powerschool.com)  
(916) 288-1656

**PowerSchool**  
150 Parkshore Dr., Folsom, CA 95630

Please sign and email this form to [training@powerschool.com](mailto:training@powerschool.com) or fax to (916) 288-1591

Signature: \_\_\_\_\_

Customer Name (print): \_\_\_\_\_