



Pennsylvania Association of School Administrators

Proud Leadership for Pennsylvania Schools

Request for PASA Legal Services

PLEASE NOTE: Before completing this form, please review PASA's Legal Services Policy on the PASA website and call PASA's General Counsel at (717) 903-4181.

Link to Policy: <http://www.pasa-net.org/Files/LegalServicesDocs/PASALegalServicesPolicy2015.pdf>

NOTE: This is a writable form. Download, complete and **SAVE** the document before closing it.

MEMBER INFORMATION

Personal

Name: _____

Address: _____

County: _____

Email: _____

Home Phone: _____

Cell Phone: _____

Employment

School Entity: _____

Address: _____

County: _____

Email: _____

Phone: _____

Cell Phone: _____

Position/Title: _____

Contract Term: _____ years

From _____ to _____

Briefly explain your need PASA Legal Services. *(Provide additional information on separate document, as needed.)*

Anticipated timeframe for legal services: _____

☐ Yes ☐ No Is there an on-going criminal investigation or are criminal charges pending?

☐ Yes ☐ No Has a mandatory report been filed with the PA Department of Education regarding professional misconduct?

☐ Yes ☐ No Is this matter directly related to your employment relationship with the Board of School Directors?

Have you consulted an attorney about this matter? ☐ Yes ☐ No

IF APPLICABLE:

Name of attorney: _____ Phone: _____

Address _____

What action, if any, is the attorney taking on your behalf?

PASA may contact you for additional information and/or documentation before making a determination regarding your request for legal services.

NOTICE: Completion of this form does **not** mean that a PASA attorney will represent you. A PASA attorney will not represent you unless and until both you and the PASA attorney execute a **written representation agreement**.

Acceptance of Policy: By signing this form, I declare that I have read and understood the PASA Legal Services Policy and agree to the provisions therein.

YOUR SIGNATURE: _____ DATE: _____

Along with this application, attach relevant documents as necessary (e.g. employment contract, performance evaluations, correspondence with or from the Board, etc.) and send directly to:

PASA
attn: Legal Services Coordinator
2608 Market Place
Harrisburg, PA 17110

Documents may be submitted initially by email to vmontgomery@pasa-net.org.
However, please also submit to the PASA office original hard-copies of all documents.

For PASA Use Only:

PASA Member? ☐ No ☐ Yes Commissioned Officer? ☐ No ☐ Yes

Request Status:

Approved: _____

Disapproved: _____

Date

Signature

Title

Appeal to Executive Committee? ☐ No ☐ Yes DATE: _____

Executive Committee Determination: