



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) 540-4448.

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: