

## **“Dignity for All Students Act” (DASA) Workshop Registration Form**

**The Dignity for All Student Act (DASA) Workshop** is a two part, six (6) hour workshop.

**Part 1: Consists of 3 hours of on-line training (DASA Lesson One through Six)**

**Part 2: Consists of 3 hours, in-person, classroom setting workshop**

You may register by completing the attached form and bringing it to our office OR by mailing it to 65 Court Street – 5<sup>th</sup> Floor (DASA Workshop), Brooklyn, NY 11201 with a **\$60.00 money order payable to NYCDOE.**

Once you have submitted your registration form and payment for the DASA Workshop, you will receive an email within two business days (**note: it will take longer for registration forms submitted by mail**). Emails will be sent to you with instructions on how to access Part 1 (online portion) and scheduling for Part 2 (in-person workshop).

Upon completion of the DASA Part 1 training and the Final Exam, you will be able to print a **Notice of Completion of DASA Part 1**, which you will be required to submit when attending the NYCDOE In-Person Part 2 portion of the workshop. (**Please note: Candidates who cancel an appointment or are no shows will be required to pay an additional \$30.00 rescheduling fee.**)

After you have completed Part 2 of the training conducted by the NYCDOE, you will be able to print a **Certificate of Completion of the DASA Workshop**. Once you print the document, please retain this copy for your records.

**\*THE NYCDOE WILL ELECTRONICALLY NOTIFY THE NYSED OF COMPLETION OF THIS WORKSHOP.\***

If you have any other questions, please reach out to us at the information below.

Regards,

NYC Department of Education

HR School Support

**DASA Workshop Team**

65 Court Street, Rm. 506

Brooklyn, NY 11201

Tel.: 718-935-3008

Email: [DASA\\_Workshop@schools.nyc.gov](mailto:DASA_Workshop@schools.nyc.gov)

FYI – You can access a list of New York State approved providers by clicking [here](#).

## “Dignity for All Students Act” (DASA) Workshop Registration Form

The NYCDOE Office of HR School Support is a New York State approved provider of the Dignity for All Students (DASA) workshop. Our DASA Workshop, is a two part, six (6) hour workshop; Part 1 consists of three hours of online training and Part 2 is a three hour in-person, classroom setting workshop. Upon completion of the two-part workshop, we will issue a Certificate of Completion.

In order to register for this workshop, you must first complete the form below and mail it (**note: it will take longer to enter registration forms submitted by mail**) OR bring it along with a **\$60 money order (Payable to NYCDOE) to:**

NYC Department of Education  
HR School Support  
**Attention: DASA Workshop**  
65 Court Street – Rm. 506C  
Brooklyn, NY 11201

Please note that this **fee is non-refundable**. Emails will be sent to you with instructions on how to access Part 1 (online portion) and scheduling for Part 2 (in-person workshop). Please note that registration for Part 2 will be done on a first come-first served basis, soon after you complete Part 1.

Please provide **ALL** of the information below. Please print clearly.

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

File No.: \_\_\_\_\_ SSN#: \_\_\_\_\_  
(please leave it blank if you do not have or do not know your file number) (Full Social Security Number **Required**)

Date of Birth: \_\_\_\_\_  
MM / DD / YYYY

Phone: \_\_\_\_\_  Home  Cell Phone

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

Please print clearly

**Please Note:** Incomplete or illegible applications will be returned. For inquiries, please contact the DASA Workshop Team at (718) 935-3008 or via email at: [DASA\\_Workshop@schools.nyc.gov](mailto:DASA_Workshop@schools.nyc.gov)