

Attendance Policy

Attendance at all required CASC Program seminars and workshops is monitored and recorded for credential completion requirements. Barring emergency circumstances, tuition refunds are generally not provided to CASC candidates who are dropped for failure to comply with the attendance policy. Due to the content and design of the CASC program, it is expected that each administrator candidate attends all scheduled meetings as outlined in the table below. Coaches are expected to attend the morning sessions and are welcome but not required to stay in the afternoon professional learning sessions.

Year 1 Program – Class Dates		
Dates	Professional Learning/Coaching Seminar 8:30a.m. - 12:30 p.m.	Professional Learning 1:00 - 3:30 pm
September 9	Program Orientation & Professional Learning	~ No afternoon class ~
October 21	Effective Coaching, Part I	CPSEL 5 Workshop
December 2	Effective Coaching, Part II	CPSEL 3 Workshop
February 10	Coaching Cycle: The Planning Conversation	CPSEL 2 Workshop
April 21	Coaching Cycle: The Reflective Conversation	~ No afternoon class ~

Year 2 Program – Class Dates		
Dates	Professional Learning/Coaching Seminar 8:30a.m. - 12:30 p.m.	Professional Learning 1:00 - 3:30 p.m.
October 1	Navigating the Coaching Support Functions	~ No afternoon class ~
November 5	Coaching to Desired States of Mind, Part I	CPSEL 4 Workshop
January 14	Coaching to Desired States of Mind, Part II	CPSEL 1 Workshop
March 4	The Problem-Solving Conversation	CPSEL 6 Workshop
April 15	Building Independence in Coaching Support Functions	~ No afternoon class ~