



Ganado ISD

Workshop and Conference Request Instructions

1. **Complete a workshop request form.** It is located on the district website staff forms page. Make a copy of this document and enter your workshop information. Be sure to include the T-TESS domains that the workshop addresses and explain how this PD will support your T-TESS professional goals for the year. Failure to complete the form will result in a delay. The document will be returned to you until it is complete. ****If you need funds for travel expenses, you will also need to complete the GISD Travel Request form.** It may also be found on the district website.
2. **Submit the request(s) to your campus administrator for approval.** If your campus administrator approves the request, it will be forwarded to the curriculum director for approval.
3. **Approved forms will be returned to you with a PO number to register yourself.** You will need to complete your registration process and use the PO number as your form of payment.
4. **Arrange for substitute coverage** if needed.
5. **If you are unable to attend a workshop, please remember to go back into the system and delete your registration.** Also, let your campus administrator and the curriculum director know about the cancellation. Substitute coverage will also need to be canceled.
6. Once you have attended the workshop, **you are required to add your certificate to your personal portfolio in Eduphoria-Strive.** This will allow administrators to connect your professional development to your T-TESS goals and evaluation.

****Note--Allow a minimum of two weeks for processing.** Please plan ahead and be cognizant of workshop registration deadlines.