


Ganado Independent School District

 Workshop & Conference Approval Form

This form is to be used to request approval for professional development training. Employees must receive approval for professional development prior to incurring any costs for registration fees, substitute coverage, or travel related expenses. Upon completion of the PD, the employee is required to upload proof of attendance in their Eduphoria teacher portfolio.

| Employee Information | |
|-----------------------------|--|
| Name | |
| Campus | |
| Grade/Subject or Department | |

| Professional Development Information | |
|--|---|
| Title of Workshop/Session # | |
| Host/Company | |
| Date | |
| Start and End Time | |
| Location/City | |
| Registration Fee | |
| Travel Expenses, if any | Attach a completed Travel Approval Form |
| T-TESS Domain # and Justification of how this helps you meet your professional goals | |

| Campus Approval | | |
|---------------------------------|-----------|------|
| Approval Status (Circle one) | Signature | Date |
| Approved Denied | | |

| Curriculum Director Approval | | |
|---|-----------|------|
| Approval Status (Circle one) | Signature | Date |
| Approved Denied | | |
| Purchase Order Number (use for registration fee only) | | |