

# Quanah ISD

## Request to Attend Workshop and Request for Travel

**\*\* ALL SECTIONS OF THIS FORM MUST BE FILLED OUT \*\***

**Obtain prior written approval before attending workshops.**  
**This form will be returned to you after it has been signed by**  
**The principal and central office.**

Registration for workshops is the responsibility of the teacher

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title of Workshop/Travel: \_\_\_\_\_

Date(s) of Workshop/Travel: \_\_\_\_\_

Description of Workshop:

Assignment: (Circle One)

- 01 Teacher
- 02 Aide
- 03 Administrator
- 07 Nurse
- 08 Librarian
- 09 Counselor
- 10 Other

Projected Cost of Attending:

Registration: \_\_\_\_\_  
Mileage/Travel: \_\_\_\_\_  
Meals: \_\_\_\_\_  
Lodging: \_\_\_\_\_  
Other: \_\_\_\_\_  
Total \_\_\_\_\_

Employees / Participant's Signature: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_  
(Approval Required)

Central Office Signature: \_\_\_\_\_  
(Approval Required)