Fruitvale ISD Workshop Request Form

Date of Request: _____

Employee Name:_____

Title of Workshop:_____

Date of Workshop:_____ Time:_____

At Region 7_____ yes _____ no   If so, workshop number:_____

If not, location:_____

Cost of Workshop:_____

This is the _____ (1st, 2nd, etc.) request for a workshop during school hours for PDAS credit.

How will attending this workshop benefit our district or campus?_____

_____

_____

_____

Please check one below:
_____ I have requested the district vehicle   _____ I have not requested district vehicle

_____ Available _____ Not Available

Must be approved by principal and the Curriculum Director..

_____   _____

Principal   Date

_____   _____

Curriculum Director   Date

Workshop Request Instructions

 Fill out a workshop request form. The form must be approved by your principal (or supervisor) and the curriculum director. You will get a copy back either approved or disapproved. If not, see the curriculum director. The curriculum director will also send a copy of all approved workshop requests to the business office.

 If there is a cost associated with your workshop you will need to submit a requisition in the TXEIS system. Once the requisition has been approved you will receive a purchase order number from the business office. Use this purchase order number to register for the workshop.

Request the school vehicle by filling out a transportation request and giving it to the transportation director. If a school vehicle is unavailable the school will pay mileage. You must submit a request for mileage to the business office with a copy of the transportation request stating that no school vehicle was available. If you choose not to request the school vehicle then you will not be reimbursed for mileage.

 Be sure to let the campus secretary know as early as possible that you will be out so she can get a substitute.