

MINGUS UNION HIGH SCHOOL DISTRICT #4
OUT-OF-STATE TRAVEL REQUEST / AGENDA ITEM FORM

TO: Governing Board

FROM: Jason Teague/Stephanie Selna

DATE: 8/20/26

REQUEST TYPE:

☐ Action Item

☐ Information Item

SUBJECT: Out-of-State Travel Request

Destination (City/State):

Dallas, Texas

Conference/Event Name:

Instrucional Coaching Group- Teaching, Leading, Coaching Conference

Dates of Travel:

10/25/26-10/28/26

SUPPORTING DOCUMENTATION

(Attach all applicable documents)

☐ Itinerary Attached

☒ Conference Information Attached

☒ Cost Breakdown Attached

☐ Transportation Arrangements

SITE ADMINISTRATIVE APPROVAL (Required Prior to Submission)

Principal Signature:



Date:

9-8-26

FOR BOARD USE ONLY

Date of Agenda:

Agenda Item #:

ACTION TAKEN:

☐ Approved ☐ Denied ☐ Tabled

Date Approved/Adopted: