



# HISD OUT OF STATE TRAVEL PROCEDURES



Date of Request: March 25, 2026

*Include supporting documentation (use reverse side if necessary). Submit all materials to the Principal a minimum of 45 days prior to the field trip.*

Educator or Group:  
Texas Association of Future Educators National Competition and Conference

Destination(s):  
Portland, Oregon

Brief Description of the Educational Learning Experience:

TAFE (Texas Association of Future Educators) students, Kylie Cotton and Julia Seal will be participating in the National TAFE Educators Rising Conference and Competition. This conference/competition will be held June 20-23 in Portland Oregon. TAFE sponsor, Jenny Seal will be accompanying the students.

Travel Dates: June 20-23

What is the total number of days staff will be absent from school? None

Number of HISD staff who will be absent from school:  
None



Jenny Lind Seal  
Requesting Teacher's Signature

James Gibson  
Laty Shaw  
Principal's Signature

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Superintendent's Signature of Approval

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Board President's Signature