

FORM A - School P.D. Fund Applications.

School Year: 20 / 20

SCHOOL:

PERSON COMPLETING THIS FORM:

BANK NAME / BRANCH : ACCOUNT # : BALANCE AT SEPT. 30 :

**As per KTTA Policy 9.C.02.I – NO MORE than 3 times the school's annual grant may be accumulated in the PD account. If funds exceed this amount, no further funds will be granted that school year.

SIGNING OFFICERS:

OF KTTA MEMBERS (not FTE) ON STAFF:

SCHOOL PD COMMITTEE (as per KTTA Policy 9.B.03 a-e)

School PD Rep / Chairperson: Other KTTA Members:

Non KTTA Member(s):

SCHOOL PD POLICY

Please attach to this application a copy of your current school PD policy, including:

- A. Statement of policy
- B. Statement of staff goals for the year (not school goals)
- C. Description of fund disbursement procedure, in keeping with KTTA policies (9.B.03.)
- D. Date of ratification by staff
- E. Financial activity report for previous year.

Retain a copy of this report for your files. Complete applications are sent to the KTTA office prior to January 31st of the current school year. Funds may not be distributed until after November 15th and must be no later than February 28th (as per Policy 9.C.02.i).

***Unclaimed funds are used to provide Spring Allotments (when possible).**