

## **Transfer or Hold of PD Funds request form**

Deadline for transfer of PD funds is **September 30th**. If you are a mid-year hire/recall you have until **January 30th** to transfer your funds to your new school. Please be aware that a teacher who is still on lay off past January 30<sup>th</sup> must also complete this form by the deadline so that their money is held in trust and not rolled over into the school general PD account.

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

Name of teacher: \_\_\_\_\_

Current school: \_\_\_\_\_

Please transfer my PD money to : \_\_\_\_\_  
(name of school)

Please hold my PD accounts until: \_\_\_\_\_  
(expected date for return)

Amount to be transferred or held: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Teacher signature

PD REP signature



**VERNON TEACHERS' ASSOCIATION**

*Supporting ongoing professional development for all teachers*