

Transfer or Hold of PD Funds request form

If you are transferred, on recall, or a mid-year hire it is your responsibility to request a transfer of your PD funds to your new school. If you are not recalled or are on leave, you can request to have your funds held in trust so it is not rolled over into the school general PD account.

Date: _____

Name of teacher: _____

Please transfer my PD funds from _____ (former school) to
_____ (current school).

Please hold my funds in trust at _____.

Amount to be transferred or held: _____

Teacher signature

PD REP signature

****Submit this form to the PD rep where your funds are currently so they can write a cheque to your new school.**



VERNON TEACHERS' ASSOCIATION

Supporting ongoing professional development for all teachers