

2019-2020 SPSA Addendum Submission Form

School

SSC date

Please make sure the following items are complete prior to submitting Addendum for review:

- SPSA Addendum template #1 or #2 in DTS _____
- SPSA Addendum Assurance page
 - dates match title page and SSC approval dates
 - printed landscape – no header or footers
 - quality of print will scan for board docs
- SSC minutes completed and linked in google hub for review

Select one:

- Budget transfer
 - School site responsibility- can submit day after Board approval
- Budget revision
 - If you have more than 20 lines on budget transfer, submit updated budget excels reflecting changes in addendum (make sure to excel reflects all budget transfers that have been previously submitted)

Deadlines:

October 28th for November 12th Board Meeting

NO DECEMBER ADDENDUMS- DUE TO FPM

January 13th for January 28th Board Meeting