

# \_\_\_\_\_

# Coversheet for Final Application for DATE

**\*\*\* IMPORTANT: Complete and attach this page to the front of the Final Application prior to submission. \*\*\***



**Name of Applicant:** \_\_\_\_\_ **Employee #** \_\_\_\_\_  
PLEASE PRINT LEGIBLY                      First                      Middle Initial                      Last Name

Due to reporting and payout requirements the following pieces of information will be needed to process the DATE application:



**Middle Initial of Applicant:** \_\_\_\_\_



**Job Position Title in 2008-2009:** \_\_\_\_\_  
(Please be specific: For example, 3<sup>rd</sup> Grade Teacher, 6<sup>th</sup> Grade Math Teacher, Nurse, Science Instructional Specialist, Librarian, Diagnostician, Speech Therapist, etc.)



**2009-2010 Employment Status: CHECK ONE**

\_\_\_\_\_ I am currently an IISD employee.

\_\_\_\_\_ I am retired.

\_\_\_\_\_ I am no longer employed by Irving IISD.

Award checks will be mailed to qualifying retirees and former employees. It is important that retirees and former employees provide current mailing addresses to the Business Office.

## SUBMISSION PROCEDURE

- 1) Verify that information is complete and correct on the first page of the application.  
NOTE: It is especially important that your employee number, the last four digits of your social security number, and your date of birth is accurate.  
**\*\*\* Failure to provide complete and accurate information may delay payment of award! \*\*\***
- 2) Complete the top of this cover sheet and make a copy. Attach one cover sheet to the front of each application...both your copy and the campus copy.
- 3) Check Part 1 or Part 2 eligibility boxes.
- 4) Campus Principal will verify your job position title and eligibility boxes.
- 5) Both applicant and principal will sign and date the last page of the application in the Final Application Signatures area of both the submission copy and the copy retained by the DATE Applicant..
- 6) If you were late submitting this application to the campus principal for the June 5 deadline, attach a letter of explanation and any documentation to the back of the application for the DATE Committee to review.
- 7) Campus Principal will bundle and submit all campus applications by September 1 to the Administration Building.