



NORTH DAKOTA
**DEPARTMENT OF
PUBLIC INSTRUCTION**

TO: Educator Preparation Providers (EPPs)
FROM: Laurie Matzke, Chief of Program Development and Growth
DATE: March 5, 2026
RE: Reallocation of Unused PTP Funds

This correspondence is for EPPs participating in the state Para-to-Teacher Program (PTP).

Attached is a spreadsheet listing students at your institution along with their approved scholarship amounts. We are reconciling this list with your institutional records to identify any funds not used during the Fall 2025 or Spring 2026 semesters, including situations such as student withdrawals or status changes.

Our goal is to determine whether unused funds can be reallocated to applicants currently on the PTP waitlist for use in the **Summer or Fall 2026 and Spring 2027 semesters**.

Action Required

Please review the attached spreadsheet and certify your institution's status below:

1. Certify your institution's status and sign below.

I certify that:

___ Yes, we have unspent PTP funds remaining and available to reallocate.

___ No, all awarded PTP funds will be spent.

___ Other (please explain): _____

Authorized Signer

Date

2. Submit a spreadsheet (sample attached) documenting the funds available to reallocate per student.
3. Email these items back to dpidevgrowth@nd.gov.

Thank you for your prompt attention to this request and for your continued support of the statewide Para-to-Teacher Program (PTP).

If you have any questions, please contact me at lmatzke@nd.gov or (701) 328-2284.