

SAMPLE LETTER REGARDING TRANSFER PROCESS

Date

Name and address of petitioner

Dear _____,

I enclose several documents for your review in preparation for a petition to transfer territory to School District _____, _____ School at (name of town):

1. Map of the territory and legal description;
2. Petition to transfer template;
3. Board of Trustees Resolution to Receive Territory; and
4. Board of Trustees Resolution to Transfer Territory.

In addition to the signatures of registered voters, you must provide the information listed for (b), (c), and (d) on the petition template as attachments. Next, you should contact the board chair of District #(receiving district) and request that they place you on their board meeting agenda to hear your petition of transfer. Once they approve your request, they will complete the Board of Trustees Resolution.

You will then need to contact the board chair of District #(transferring district) and request that they place you on their board meeting agenda to hear your petition to transfer your territory into District #___. One of their concerns may be the impact on their taxable valuation. In checking with the Revenue Department, 20__ taxable values of properties will be available in July. I can then get the tax information for all the properties in your territory. If District #(transferring district) approves the transfer, its board members will sign the resolution as the transferring district.

You then should submit all the paperwork to my office; I will review it and certify its contents; then, if everything is in order, I will grant the request and order the transfer. If they do not approve the transfer, you should submit your petition with accompanying attachments to me and I will schedule a public hearing to consider the request.

I suggest the following timeline for your consideration:

- (Month)—Secure signatures and complete petition attachments
- (Month)—Present petition to District #___ Board of Trustees
- (Month)—Present petition to District #___ Board of Trustees

