**Indiana Area Career & Technical Education District
Transfer Form**

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| **The following steps need to be completed when a school district chooses to transfer from their current Career & Technical Education District to another Career & Technical Education District.**1. Complete this form and submit along with supporting documents to Stefany Deckard stdeckard2@doe.in.gov
2. Current CTE Director must be notified in writing that the transfer is occurring a minimum of 10 business days before this form is submitted. Provide a copy of the written notification that was sent to the current CTE Director.
3. Provide copies of the transferring school corporation’s board minutes and the new CTE District’s board minutes showing both parties have approved the move.
4. Completed form must be submitted by March 1st of the year prior to the start of the school year the change is affected. This will allow time to prepare the allocations.

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| Transferring school corporation name: |  |
| Transferring school corporation number: |  |
| Current CTE District name: |  |
| Current CTE district number: |  |
| Receiving CTE District name: |  |
| Receiving CTE District number: |  |
| Effective in school year: |  |
| Signature of the transferring school’s Superintendent: |  |
| Superintendent’s contact information: |  |
| Signature of Receiving CTE Director: |  |
| CTE Director’s contact information: |  |
| Date: |  |

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