Indiana Area Career & Technical Education District School Corporation Transfer Form

Instructions:

1) Please complete this form fully before submitting to Tina Lovelady at the Indiana Department of Education – tlovelad@doe.in.gov and Melissa Wafford at the Department of Workforce Development – mwafford@dwd.in.gov

2) The "receiving" Area Career & Technical Education Director's signature must be on form prior to submission.

3) The "sending" Area Career & Technical Education Director must be informed of transfer in writing prior to submission.

4) Please make sure to include the school year that the transfer will be effective.

5) 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.

Students in school corporation name:	
and school corporation number:	
Participating now at CTE District name:	
and CTE district number:	
Will be moving to new CTE District name:	
and CTE district number:	
Effective in school year:	
Signature of "receiving" CTE Director:	
Date:	

Send copy of completed and signed form to Tina Lovelady at tlovelad@doe.in.gov and to Melissa Wafford at mwafford@dwd.in.gov