**Indiana Governor’s Workforce Cabinet**

**Received:**

**Reviewed:**

**Office of Career and Technical Education**

**Indiana Area CTE District**

**Transfer Form**

The following steps must be completed when a school district elects to transfer from their current Career and Technical Education (CTE) District to another CTE District or to form a separate CTE District.

1. Complete this form and submit it with supporting documents to Jerris Cross at [jecross@gov.in.gov](mailto:jecross@gov.in.gov).
2. Notify the current CTE Director, in writing, regarding the transfer. Notification must occur at least ten (10) business days prior to the submission of this form. Provide a copy of this written notification.
3. Provide copies of the transferring school corporation’s board minutes and the new CTE District’s board minutes demonstrating that both parties have approved the transfer / separation.
4. Forms must be submitted by February 1 of the fiscal year prior to the school year in which the changes will go into effect.

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| --- | --- | --- |
| **Transferring School Corporation Name** |  | |
| **Transferring School Corporation**  **Fiscal Agent Number** |  | |
| **Current CTE District Name** |  | |
| **Current CTE District Identifier** |  | |
| **New / Receiving CTE District Name** |  | |
| **New / Receiving CTE District Identifier** |  | |
| **New / Receiving CTE District**  **Fiscal Agent Number** |  | |
| **Beginning School Year** | 20  -20 | |
| **Superintendent’s Contact Information** | Phone |  |
| Email |  |
| Address | (Street Address)  (City), Indiana (Zip Code) |
| **CTE Director’s Contact Information** | Phone |  |
| Email |  |
| Address | (Street Address)  (City), Indiana (Zip Code) |
| **Transferring School’s Superintendent Signature / Date** |  | |
| **New or Receiving CTE Director**  **Signature / Date** |  | |