



Peggy Wild, PhD, CFCS  
State Director of Career & Technical Education

317-232-9169  
[pwild@doe.in.gov](mailto:pwild@doe.in.gov)

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

A school corporation may choose to transfer from one Area CTE District to another if that corporation determines that the transfer is in the best interest of its students. The school Superintendent should inform the CTE District Director that a move is being considered, well in advance of initiating and formalizing the change. The school Superintendent must notify the Director of the current Area CTE District in writing, prior to submitting this form, that the school is leaving that District. The corporation's School Board must have considered the rationale for change and have approved the change, as documented in School Board minutes, prior to submitting this form.

**This form is to be completed by the Superintendent of the school corporation and submitted no later than March 1 in order for state records to be processed prior to basic grant allocations. Transfers become effective July 1.**

Year the transfer is to occur	July 1, _____
School Corporation Number and Name	
School Superintendent Name	
School Superintendent Contact Information Email Phone Complete mailing address	
School Superintendent Signature	
Date	



Transferring from Area CTE District Number and Name	
---	--

- **Attach a copy of School Board minutes showing that a rationale for change of districts was presented and considered and that the School Board took specific action approving the change.**
- **Attach a copy of the written notification that the school is leaving that District sent to the Director of the current Area CTE District (required).**

Transferring to Area CTE District Number and name	
Receiving Area CTE District Director Name	
Receiving Area CTE District Director Signature	
Date	

**Attach a copy of signed contract or official agreement with new Area CTE District (required).**

Complete and submit this form, with required attachments, to Tina Lovelady at the Indiana Department of Education – [tlovelad@doe.in.gov](mailto:tlovelad@doe.in.gov) and to Melissa Wafford at the Department of Workforce Development – [mwafford@dwd.in.gov](mailto:mwafford@dwd.in.gov)