

## Section 25e FTE Transfer Request

Enrolled Pupil's Name: Last, First, MI	UIC	Date of Birth	Res. (Y/N)	Res. District if Not	Non Res Code

Name of District Enrolling Pupil	District Code	Date of SRM	District Contact, email and phone number + ext.

Name of District Pupil Exited	District Code		District Claiming Pupil in Fall Count	District Code	ISD Code

### \* Pupil's Enrollment & Membership Information in New District

Building	Grade	Date Enrolled	First Date of Attendance	GE FTE	SE FTE	SE Prog Code	Sec 53	Sec 24

### \* Documentation: The following documents must be submitted with this form. Place an X verifying that each is attached.

1.		Copy of parent/guardian completed enrollment form with signatures and <b>date</b> .
2.		Copy of residency verification
3.		Pupil schedule
4.		Print-out or copy of pupil attendance verifying first day of attendance

### \* For ISD Auditor Use Only

FTE claimed in October membership:	GE FTE	SE FTE	None

Verification with previous ISD if applicable:	Date	Initials	Comments:

Documentation Reviewed:	Date	Initials	Comments:

Request Approved:		Request Denied:		Date:	Initials:
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CEPI Adjustment (v)		Previous District:	Prev. ISD Notified (Y/N/NA):	Enrolling District:	
OR		GE FTE	SE FTE	GE FTE	SE FTE
Manual Adjustment (v)					

Comments:

This verifies that documentation was reviewed, October FTE verified, SRM submission verified, previous ISD contacted if applicable, and appropriate approval, denial, or manual adjustment has been made in MSDS.

Signature \_\_\_\_\_

Date \_\_\_\_\_