

SY 2022-2023 Section 25e FTE Transfer Request

Enrolled Pupil's Demographic Information

Enrolled Pupil's Name: Last, First, MI		UIC	Date of Birth	Res. (Y/N)	If Non Resident - Resident Dist Name	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 enrollment form - Parent signature and date page only
2.	Copy of residency verification from enrollment form or other one page document (Do not send multiple verifications)
3.	Complete Pupil schedule - If Secondary
4.	Copy of pupil attendance verifying first day in attendance (Signed and verified by teacher(s))

Authorized District Representative Signature

Date

Auditor Use Only

Request Approved: Yes No		Comments:			
CEPI Adjustment (v)		Previous District FTE:		Enrolling District Approved FTE:	
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.					
_____ ISD Auditor Signature				_____ Date	