TRANSFER OF TERRITORY
CITIZEN PETITION CHECKLIST

The purpose of this recommended checklist form is to guide citizens who may be interested in filing a petition seeking a transfer of territory from their current district of residence to a neighboring (contiguous) school district. Use of this checklist form is not required, but it parallels checklists recommended for use by school districts and required for use by Regional Committees on School District Organization. Use of this checklist could/should be helpful in facilitating the districts' negotiation process and possible deliberation by the Regional Committee.

#	CHECKLIST	YES
1	Petition identifies the name and number of each district affected by the proposed transfer of territory	
2	Petition verifies that the affected districts are contiguous to one another. Contact your Educational Service District (ESD) for assistance.	
3	Petition includes (legal) description of the territory proposed to be transferred [Verified in writing by the county assessor].	
4	Petition identifies the number of school-age children, if any, residing in the territory proposed to be transferred [Number of public school children, private school children, homeschool children. Transfer of territory could affect enrollment in the receiving district via private and homeschool students deciding to enroll in the receiving district. Citizens are encouraged to work with their current school district to gather the numbers.]	
5	Petition states the reasons for seeking the proposed transfer of territory. [Citizens are encouraged, not required, to provide data and rationale aligned with the applicable criteria: • RCW 28A.315.015(2)(a-e) RCW 28A. • 315.195(1-2) RCW 28A. • 315.205(4)(a-e) WAC	
6	Petition is signed by 50 percent + 1 of the active registered voters residing within the territory proposed to be transferred (Verified in writing by the county auditor). Contact your ESD to verify if they prefer to send the petition to the auditor 's office, or if they allow the citizen to submit the petition to the auditor.	

March 22, 2017

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