



Dear Petitioner

This letter comes to explain the steps that must be taken to facilitate transfer of territory from one school district to another district. Please share this information with the appropriate individuals. While not required, it has been our practice to encourage petitioners to secure the services of an attorney to prepare the petition and serve as an advocate during the mandated hearing.

1. Territory to be transferred must be contiguous to territory in the district to which one is requesting attachment.
2. A Petition must be prepared and filed with the Secretary of the Regional Board of School Trustees (The Regional Superintendent of Schools) requesting the detachment of territory from one district and annexation to another.
  - a. The Petition must be addressed to the Regional Board of School Trustees for Fulton, Hancock, McDonough & Schuyler Counties.
  - b. Petition must:
    - i. Have the request (prayer) of the Petition stated on each page of the petition and each page must be signed by the petitioner(s) and signed by a circulator who witnessed the petitioner(s) signature.
    - ii. Each petitioner(s) address must be contained on the petition and that address must match the address contained on the official voter registration list.
    - iii. The date each person signed the petition also must be included on the petition and no signature on the petition can be more than six months old.
    - iv. Give the legal description of the territory in question (including the pin # of property)
    - v. Identify the school districts which will be involved in the proceedings.
    - vi. State the reason(s) why the request is being made.
    - vii. List the residents of legal voting age who reside in the territory in question.
3. A deposit of **\$2,000.00** must be made at the time the Petition is filed. The funds are used to cover the cost of the publication of the legal notice of the hearing, the cost of the court reporter for the hearing, the preparation of the hearing transcript, and some other miscellaneous expenses. A record of the expenditures will be provided to the petitioner(s) and any funds not used will be returned.
4. At the time of filing, a letter must be submitted from the County Assessor's Office(s) verifying that the legal description of the territory involved in the proceeding is correct.
5. A copy of the plat map or an aerial plat map should accompany the Petition. It is suggested that the aerial plat map be marked with the parcel #'s, denoting the location of the property as described in the Petition, plus the current district boundary line be marked. The aerial plat map, parcel #, etc. can

normally be obtained from the County Supervisor of Assessments or the ROE can provide one upon request.

6. Once the above requirements are met, the Secretary of the Regional Board of School Trustees (The Regional Superintendent) will establish a date for the hearing and cause legal notice of the hearing to be published.
7. The hearing is held before the Regional Board of School Trustees. The petitioner(s) may be represented by an attorney or may choose to present the case for the Petition.
8. The Regional Board of School Trustees may render a decision in open meeting following the conclusion of statements by all parties concerned or within ten days following the hearing.
9. The Order is prepared and sent to the parties affected by the decision.

The changing of school boundaries is a very serious matter. Petitions for changing school boundaries are not granted unless there is a preponderance of evidence that the change is in the best interest of schools and/or students. We have always recommended citizens to consult an attorney before entering this process as it can become quite overwhelming and confusing to many.

If you have any more questions, please feel free to contact me at my office.

Sincerely,

A handwritten signature in black ink, appearing to read "John Meixner". The signature is written in a cursive, flowing style.

John Meixner  
Regional Superintendent of Schools