

## Notice of Transfer Form

### Instructions

Under the Elementary and Secondary Education Act, a Local Educational Agency (LEA) is authorized to transfer all or some of its annual allocations of Title II Part A and/or Title IV Part A funds to the following programs: Title I Part A, Title I Part C, Title I Part D, Title II Part A, Title III Part A, Title IV Part A or Title V Part B (ESSA Section 5103(b)(2)). LEAs may not transfer funds into a program for which they did not receive an annual allocation.

Under this statute, LEAs must notify the Vermont Agency of Education of their intent to transfer funds within 30 days before the indicated effective date and must submit the corresponding CFP application indicating the transfer no later than 30 days from the indicated effective date (ESSA Section 5103(d)(2)). This requirement does not apply to consolidating funds in a Title I Schoolwide Program pool, only to transfers.

Please submit completed forms via email to [amber.graves@vermont.gov](mailto:amber.graves@vermont.gov)

LEA Name:

Effective Date of Transfer:

Program Fund Transferred From:	Program Fund Transferred To:	Amount Transferred

### Assurances

1. In signing this Notice of Transfer, the signee assures that consultation with appropriate private school officials has occurred regarding the transfer of funds subject to equitable services requirements.
2. In signing this Notice of Transfer, the signee assures that the LEA's continuous improvement plan(s) has been updated in the Grants Management System to reflect the unique need(s) that precipitated the transfer of funds.



# Authorizing Signature

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Signature of Superintendent

Signed Date