

PROCEDURE FOR TERRITORY TRANSFER

The following steps need to be taken to ensure a property transfer is properly handled.

- _____ Hand out and receive property transfer data from petitioner(s).

- _____ Upon receipt of petition, all questions related to the legal status should be resolved. If necessary, legal questions can be referred to the Board attorney.

- _____ Prepare Notice of Hearing and forward to all interested parties (Boards of Education and petitioners).

- _____ Post necessary Notice of Hearing.

- _____ Publish Notice of Hearing.

- _____ Proof of publication to be given to the Board Secretary.

- _____ Prepare agenda for hearing.

- _____ All supportive material should be available at the hearing.

- _____ Determination of hearing to be mailed to petitioners.

- _____ Michigan Department of Education, School Management Services, Form SM-4143 5/74 to be completed and distributed as outlined on the form. (Maps to be attached.)

- _____ Accounting for Property Transfer Costs.