**Local Education Agency Temporary Transfer Request Form**

**Fiscal Year: 20\_\_ – 20\_\_**

Local Educational Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount of Transfer Requested: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Amount may not exceed 85% of anticipated revenues for the fiscal year.)

Under the Orange County Board of Education authorized Local Educational Agency Temporary Loan program, we request a temporary cash transfer of the amount identified above from the Orange County Department of Education, which is certified as necessary to provide funds for meeting maintenance obligations for this Local Educational Agency (LEA) for the current fiscal year pursuant to California Constitution Article XVI, Section 6. Funds will be used for:

Purpose of Transfer (check one):

☐ Facilities Rent/Lease

☐ New charter start-up

☐ Unanticipated One-Time Expense , if able to repay in the appropriate year

☐ Funding for enrollment growth until Local Control Funding Formula is corrected

Anticipated Repayment Source(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anticipated Repayment Date (no later than June 30, 20\_\_): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Certification: The Charter School certifies it has the capacity to repay this Transfer, discloses any other borrowing, understands repayment is unconditional, agrees to reimburse OCDE costs, and acknowledges OCDE’s first lien on revenues.

Authorized Charter School Official

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For OCDE Use Only

Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reviewed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Transfer Approved: ☐ Yes ☐ No

Approved Amount: $\_\_\_\_\_\_\_\_\_\_\_\_ Approval Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_