California Department of Education

School District Organization Handbook

September 2019

# APPENDIX E

# PETITION FOR TRANSFER OF TERRITORY

# (SAMPLE)

NOTES:

The guidance in this handbook is not binding on local educational agencies or other entities. Except for statutes, regulations, and court decisions that are referenced herein, the handbook is exemplary, and compliance with it is not mandatory (see California *Education Code* Section 33308.5).

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***Note:*   
This sample is for illustrative purposes only. Each new petition must be drafted to conform to the requirements and directions of the county superintendent of schools and the county election department in the county (or counties) in which the petition will be circulated.**

## PETITION FOR TRANSFER OF TERRITORY

**To the Superintendent of School of [*blank*] County**

Pursuant to *Education Code* Section 35700, subdivision (a), the undersigned, constituting at least 25 percent of the registered electors residing in the territory proposed to be transferred, now within the boundaries of the [*blank*] School District, [*blank*] County, petition that the boundaries of the [*blank*] School District be changed to eliminate from it the territory hereinafter described. The undersigned persons petition that the territory be transferred to and included within the [*blank*] School District of [*blank*] County.

**The property to be transferred is described as follows:**

*(Insert reasonable identification of territory [Education Code Section 35700.3].)*

**The undersigned request the changes in the respective boundaries of the school districts for the following reasons:**

*(List reasons for proposed boundary change)*

**The Chief Petitioners for the purpose of receiving notices and so forth are:**

*(List names and addresses of a maximum of three petitioners)*

**Petition format for signature collection**

| Number | Name | Residence Address | For office use only |
| --- | --- | --- | --- |
| Petitioner 1, line 1 | **Signature** | **Number and street** | ***(leave blank)*** |
| Petitioner 1, line 2 | **Print name** | **City and zip code** | ***(leave blank)*** |
| Petitioner 2, line 1 | **Signature** | **Number and street** | ***(leave blank)*** |
| Petitioner 2, line 2 | **Print name** | **City and zip code** | ***(leave blank)*** |
| Petitioner 3, line 1 | **Signature** | **Number and street** | ***(leave blank)*** |
| Petitioner 3, line 2 | **Print name** | **City and zip code** | ***(leave blank)*** |

This petition may be circulated by a paid signature gatherer or a volunteer. You have the right to ask.

## DECLARATION OF PETITION CIRCULATOR

I, *(Print name),* state as follows:

(1) That my residence address is: *(Number and Street) (City and Zip Code)*

(2) That I circulated the foregoing petition and saw the appended signatures being written.

(3) That according to my best information and belief, each signature is the genuine signature of the person whose name it purports to be.

(4) That the dates between which all signatures to the petition were obtained are:

(*beginning date*) to (*ending date*).

I certify, under penalty of perjury, that this declaration is true and correct.

*(Signature of Circulator)*: Include first name and middle initial or first initial and middle name.

Executed on (*date*) at (*location*).