

District Reports

Report Name	Frequency	Due Dates	Open/Close Window	Notes
Statement of Open Transfer Report	Annual	End of School Year (June 30 th)	June 1 st - June 30 th	Submitted at the close of the academic year
Transfer Extension Report	Annual	End of School Year (June 30)	June 1 st - June 30 th	Submitted at the close of the academic year
District Capacity Report	Quarterly	Q1: July 1 st Q2: Oct 1 st Q3: Jan 1 st Q4: July 1 st	Opens 15 days before due date, closes 15 days after	Ensure all capacity data is current and accurate
Incoming Open Transfer Report	Quarterly	Q1: Oct 1 st Q2: Jan 1 st Q3: April 1 st Q4: July 1 st	Opens 15 days before due date, closes 15 days after	Review and verify incoming transfer details
Intra-District Transfer Report	Annual	End of School Year (June 30 th)	June 1 st - June 30 th	Submitted at the close of the academic year

All reports are on Single Sign On in the Student Transfer System Application- [Single Sign On - Sign In to SSO](#)