District Reports

Report Name	Frequency	Due Dates	Open/Close Window	Notes
Statement of Open Transfer Report	Annual	End of School Year (June 30)	June 1	Submitted at the close of the academic year
Transfer Extension Report	Annual	End of School Year (June 30)	June 1	Submitted at the close of the academic year
District Capacity Report	Quarterly	Q1: July 1 Q2: Oct 1 Q3: Jan 1 Q4: April 1	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 Q2: Jan 1 Q3: April 1 Q4: July 1	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)	June 1	Submitted at the close of the academic year