The petitioner must complete Section 1, then take the form to the municipal clerk to complete Section 2, and then submit the petition to the school district where the property is located. See [https://dpi.wi.gov/sfs/support/reorganization/detachment/small-territory-owner](https://dpi.wi.gov/sfs/support/reorganization/detachment/small-territory-owner%20%20)  on the DPI website for more information. The petition must be submitted to the school district **BEFORE FEBRUARY 1.**

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| --- |
| **SECTION 1 – TO BE COMPLETED BY THE PERSON SUBMITTING THIS PETITION****(please print or type)** |
| Petitioner Name(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Address (street, city, zip) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Legal Description of Territory Proposed for Detachment INCLUDING PARCEL NUMBERS**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **(If more space is needed to describe the property, attach additional pages)** |
| I/we, the undersigned, representing 50% of the owners or a majority of electors owning or residing on the above described territory, file this petition to detach the above described territory **FROM** the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School District and to attach it **TO** the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School District.  |
| (**Use page 2 for additional signatures if there are multiple petitioners)** |  | **(For each signature check one)** |
| **SIGNATURE(S)** | **DATE** | **Property Owner** | **Elector** | **Both Owner and Elector** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |
| **SECTION 2 – TO BE COMPLETED BY THE CLERK OF THE MUNICIPALITY IN WHICH THE TERRITORY IS LOCATED - (please print or type)** |
| The legal description of the territory proposed for detachment is sufficient to identify its location and value.(If no, return the form to the petitioner.) | YES | NO |
| **School District where territory is located** |  | **Value of Property** |  |
| **Municipality where territory is located** |  | **Year Value was Determined** |  |
| **County where territory is located** |  | **Assessment Ratio** |  |
| I, the undersigned, certify that the property description in Section 1 is sufficient to determine its location and value and that the information entered above in Section 2 is correct. |
| **SIGNATURE OF MUNICIPAL CLERK** |  | Date: |
| Name of Clerk (please print) |  |
| Mailing Address |  |
| Phone Number |  | E-mail Address |  |
|  |
| **SECTION 3 – TO BE COMPLETED BY THE CLERK OF THE SCHOOL DISTRICT IN WHICH THE TERRITORY IS LOCATED - (please print or type)** |
| District receiving petition |  | Date received  |  |
| **Number of pupils residing in the territory described in Section 1 who were reported as of the most recent 3rd Friday in September or 2nd Friday in January (**[**see s.121.05 (1) (a), Wisconsin statutes**](http://docs.legis.wisconsin.gov/statutes/statutes/121/II/05?view=section)**, for categories of students to include).** |  |
| Name of School District Clerk (please print) |  | Phone |  |
| **SIGNATURE OF SCHOOL DISTRICT CLERK** |  |
| After completing Section 3 the clerk of the detaching school district must send a certified copy (a document with original signatures or a photocopy accompanied by a Certificate of True Copy) of this petition to the school board of the school district to which the property is proposed to be attached and also to : |
|  | Secretary, School District Boundary Appeal BoardDepartment of Public InstructionPO Box 7841Madison, WI 53707-7841 |
| (For more information contact Kathy Fry, (608) 224-5343, Kathleen.Fry@dpi.wi.gov. **Both districts must act on this petition by March 1.)** |

**Signatures of additional petitioners**

**Instructions**: Each additional petitioner must sign the form, indicate a street address (not a PO box), and identify the municipality (the township, village, or city) where he/she resides. Indicate the date the form is signed. Each petitioner must also identify whether he/she is an owner of the territory proposed for detachment, an elector residing on the territory, or both an owner and resident elector.

|  |
| --- |
| I/we, the undersigned, representing 50% of the owners or a majority of electors owning or residing on the territory described on the petition form, file this petition to detach the described territory **FROM** the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School District and to attach it **TO** the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School District.  |
|  |  | **(For each signature check one)** |
| **Signature:** | Municipality**:** | **DATE** | **Owner** | **Elector** | **Both**  |
| Address (street, city, zip): |  |  |  |  |
| **Signature:** | Municipality**:** | **DATE** | **Owner** | **Elector** | **Both**  |
| Address (street, city, zip): |  |  |  |  |
| **Signature:** | Municipality**:** | **DATE** | **Owner** | **Elector** | **Both**  |
| Address (street, city, zip): |  |  |  |  |
| **Signature:** | Municipality**:** | **DATE** | **Owner** | **Elector** | **Both**  |
| Address (street, city, zip): |  |  |  |  |
| **Signature:** | Municipality**:** | **DATE** | **Owner** | **Elector** | **Both**  |
| Address (street, city, zip): |  |  |  |  |
| **Signature:** | Municipality**:** | **DATE** | **Owner** | **Elector** | **Both**  |
| Address (street, city, zip): |  |  |  |  |
| **Signature:** | Municipality**:** | **DATE** | **Owner** | **Elector** | **Both**  |
| Address (street, city, zip): |  |  |  |  |
| **Signature:** | Municipality**:** | **DATE** | **Owner** | **Elector** | **Both**  |
| Address (street, city, zip): |  |  |  |  |
| **Signature:** | Municipality**:** | **DATE** | **Owner** | **Elector** | **Both**  |
| Address (street, city, zip): |  |  |  |  |
| **Signature:** | Municipality**:** | **DATE** | **Owner** | **Elector** | **Both**  |
| Address (street, city, zip): |  |  |  |  |
| **Signature:** | Municipality**:** | **DATE** | **Owner** | **Elector** | **Both**  |
| Address (street, city, zip): |  |  |  |  |
| **Signature:** | Municipality**:** | **DATE** | **Owner** | **Elector** | **Both**  |
| Address (street, city, zip): |  |  |  |  |
| **Signature:** | Municipality**:** | **DATE** | **Owner** | **Elector** | **Both**  |
| Address (street, city, zip): |  |  |  |  |
| **Signature:** | Municipality**:** | **DATE** | **Owner** | **Elector** | **Both**  |
| Address (street, city, zip): |  |  |  |  |

Make as many copies of this page as are needed. Attach all completed copies to the petition.