

## Narrative Transfer of Service Information

**121.91(4)(a)2.** *If a school board increases the services that it provides by adding responsibility for providing a service transferred to it from another governmental unit in the previous school year, the limit otherwise applicable under sub. (2m) [Revenue Limit] in the current school year is increased by the cost of that service, as determined by the state superintendent.*

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The second type (**normally not student specific**) of transfer of service request is between the school district and a local municipality, such as city or county. The actual request to DPI, must in a narrative format with both estimated costs and justification for the request.

1. Explain the program or service that the local municipality will no longer provide to the school district and a brief historical description of this working relationship.
2. Name the local municipality who was financial responsible for the program or service.
3. Is the local municipality willing to continue the program or service to the school district for a payment greater than paid in the previous school year? (If yes, explain what it cost in the previous school year.)
4. Is the school district able to receive this program or service from another source? (If yes, explain.)
5. Provide the Transfer of Service amount being requested and a breakdown on how the value was determined.
6. If there is financial support available to off-set the cost to the school district, provide an explanation.

Please send your narrative application to Roselynn Bittorf, [roselynn.bittorf@dpi.wi.gov](mailto:roselynn.bittorf@dpi.wi.gov).

Members of the School Financial Services Team will review your narrative application. You will receive a written approval, denial, or request for more information. You are encouraged to submit your application as early as possible during the Transfer of Service application window.