


## Electronically Transferred TETR

ETRs may be transferred electronically from one district to another using district-to-district transfer.

### Steps

To process an ETR transferred to your district electronically:

1. Mark the document incomplete.  **Tip** Requires admin privileges.
2. Check the **State reporting information only** checkbox at the top right of the cover page. **Reason** field is required (most districts use "TETR").
3. Determine and mark whether the ETR will be adopted.
  - If yes, click the **add Transfer ETR (TETR) Date** button on the right and enter transfer date information.
  - If no, change **MEETING TYPE** to **OTHER** and optionally provide additional information in the text box (eg "Transfer ETR not adopted").
4. Mark the document complete.