

Non-Electronically Transferred TETR

ETRs may be transferred electronically from one district to another using district-to-district transfer. However, when the sending district does not use SameGoal, a "stub" TETR containing state reporting information must be entered in the receiving district.

Steps

To enter a stub TETR:

1. Create a new ETR.
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. Enter minimal state reporting information for this ETR.
 - Use all original dates and info.
 - Verify all required information is entered and valid.
4. Recommended: Add the PDF of this ETR as an attachment.
5. Determine and mark whether the ETR will be adopted.
 - If yes, click the **add Transfer ETR (TETR) Date** button on the right of the Cover Page 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").
6. Mark the document complete.