**Transfer Request Cover Letter**

XXX Charter School

XXX Address

XXX Phone

Invoice # - XXX Public School

Invoice for (X number) of XXX public school students attending XXX charter school for the 2023-2024 school year in PMR X month. XXX charter school is a NC Public Charter School operating under a charter agreement with NCDPI.

**Please submit payment to:**

XXX Charter School

XXX Address

Attention:

XXX

**Charter School Point of Contact:**

XXX

**Attachments (per GS)**

Transfer Request Excel\*

***\*Session Law 2021-79 Section 1 (c2):*** *Charter schools shall only be required to list the name, age, grade, address, date of charter enrollment, date of charter withdrawal, district of residence, and student identification number of each student as provided to the charter school by the student's parent or guardian in the enrollment verification and transfer request document that the charter school submits to the local school administrative units.*