

# APPLICATION FOR TRANSFER ELIGIBILITY

For more information see "Understanding Transfer Eligibility for Parents Handbook" at CHSAANow.com

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This form must be filled out by the parent and sending school and given to the receiving school. The receiving school shall complete page 3 and submit completed Form 9 for review by league and CHSAA office.

## MUST BE SUBMITTED IN PERSON

NOTE: SUBMIT ONLY THE ORIGINAL DOCUMENT. ALLOW 10 BUSINESS DAYS FOR INVESTIGATION AND REVIEW. AT THE TIME OF FILING THE DOCUMENT, SUBMIT ALL KNOWN FACTS AND/OR DOCUMENTS. ADDITIONAL FACTS SUBMITTED WILL NOT BE CONSIDERED UNLESS ADDITIONAL INFORMATION IS REQUESTED BY THE COMMISSIONER. (sending=school transferring from; receiving=school transferring to.)

1. STUDENT'S NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_/\_\_\_/\_\_\_ **Circle one:** 9 10 11 12  
(yr in school)

2. CURRENT ADDRESS \_\_\_\_\_ PHONE ( ) \_\_\_\_\_  
(city) (zip) (area code)

3. FORMER ADDRESS \_\_\_\_\_  
(city) (zip)

4. TRANSFER FROM \_\_\_\_\_ HIGH SCHOOL TO \_\_\_\_\_ HIGH SCHOOL

5. ENROLLED IN PREVIOUS SCHOOL FROM \_\_\_/\_\_\_/\_\_\_ TO \_\_\_/\_\_\_/\_\_\_ Began attending NEW school on \_\_\_/\_\_\_/\_\_\_  
(high school enrollment only) month/day/year month/day/year month/day/year

6. LIST ALL HIGH SCHOOLS & DATES ATTENDED \_\_\_\_\_

7. APPLICATION MADE UNDER THE FOLLOWING: (Please check next to the one for which you are applying)

- We are applying for FULL VARSITY ELIGIBILITY after a bona fide move and/or I DID NOT PARTICIPATE IN ANY SPORTS the last 12 months. (All documentation must be attached)
- We are applying for the 50% varsity eligibility rule (summer transfer-non bona fide move) in the sports that I played in the last 12 months.
- We are applying for a "HARDSHIP EXCEPTION" as defined (unforeseen, unavoidable and uncorrectable) in accordance with the CHSAA. A letter must outline the hardship and include documentation or proof including court, police or school records. (See enclosure)
- APPLICATION FOR TRANSFER IN AN APPROVED FOREIGN EXCHANGE PROGRAM: \_\_\_\_\_  
Name of the Public High School in the attendance area the host family resides \_\_\_\_\_
- Application for transfer from a foreign country not in an approved exchange program. (Submit foreign student form also)

8. PLACE A CHECK MARK IN FRONT OF EACH SPORT YOU COMPETED IN AN INTERSCHOLASTIC SPORT CONTEST AT ANY LEVEL

This includes all scrimmages, pre-season games, league games, played games, etc! ANY contest of ANY kind.

- BASEBALL  BASKETBALL  CROSS COUNTRY  FIELD HOCKEY  FOOTBALL  GOLF
- GYMNASTICS  ICE HOCKEY  LACROSSE  SKIING  SOCCER  SOFTBALL
- SPIRIT  SWIMMING & DIVING  TENNIS  TRACK & FIELD  VOLLEYBALL  WRESTLING
- I DID NOT PLAY SPORTS AT ANY LEVEL AT ANY SCHOOL IN THE LAST 12 MONTHS

9. FORMER SCHOOL ATHLETIC DIRECTOR'S SIGNATURE AFFIRMING THE ABOVE \_\_\_\_\_

10. CERTIFICATION OF APPLICATION: By filling this application for interscholastic eligibility, I specifically authorize any and all of this student's former and current/new high schools to release all records regarding this student and to disclose to the CHSAA representative any information or documentation needed or requested by the CHSAA in making this eligibility determination. I authorize the CHSAA to use that information in making its decision. I understand that the CHSAA may be unable to grant athletic eligibility absent the disclosure of relevant information or documentation from this student's former or current/new high schools. I am authorized to make this request. I affirm that all of the above statements are true to the best of my knowledge. In accordance with bylaw 1800.74.

SIGNATURE OF PARENT/GUARDIAN

SIGNATURE OF STUDENT

DATE

**SENDING SCHOOL**-please initial all that apply and sign below:

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**YES NO**


STUDENT WAS ACADEMICALLY ELIGIBLE AT TIME OF TRANSFER  
STUDENT IS TRANSFERRING WITH NO DISCIPLINARY ACTION TAKEN OR PENDING/NOT A NEGOTIATED WITHDRAWAL

**YES NO**

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STUDENT MET ALL OTHER ELIGIBILITY RULES AT TIME OF TRANSFER

Sending School Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

**BY SIGNING THIS FORM, PARENTS AND STUDENT ACKNOWLEDGE THEY ARE INFORMED OF THE CHSAA RULES INCLUDING BYLAW 1800.74 AND ARE AGREEING TO THEM.**

**PRE-ENROLLMENT CONTACT AFFIDAVIT – READ CAREFULLY BEFORE SIGNING!!!!**

**PARENT’S AND STUDENT STATEMENTS #1 AND OR 2, OR 3**

**1. SIGN IF TRUE:** By signing this affidavit below, I certify that no person who is connected with the athletic department of the enrolling (new) school, or is part of the booster club or who was acting on their behalf has had ANY communication, directly or indirectly, through intermediaries or otherwise with this transfer student, student’s parents or legal guardian prior to the completion of the enrollment process at school. (Sign below only if this is a true statement. If not, sign statement #3 and attach an explanation)

<b>Parent’s Signature</b>	<b>Date</b>	<b>Student’s Signature</b>	<b>Date</b>
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**2. SIGN IF TRUE:** By signing this affidavit below, I certify that the student has not participated during the previous 12 months on any non-school athletic team\* (i.e. AAU, American Legion, club or high school team, etc.) that is associated with or coached by anyone associated with the enrolling school. (Sign below only if it is a true statement. If not, sign statement #3 and attach an explanation.) I further affirm that I understand that if subsequent to the approval of this application, it is discovered that this approval was granted under false, erroneous, inaccurate or incomplete information, severe penalties affecting the future eligibility of this student-athlete may result.

<b>Parent’s Signature</b>	<b>Date</b>	<b>Student’s Signature</b>	<b>Date</b>
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**3. SIGN IF EITHER #1 OR #2 ABOVE ARE NOT TRUE:** I am unable to certify that one or both of the above statements are true. Therefore, as required, I am submitting a complete written disclosure of the specifics. (Attach the explanation to this form).

<b>Parent’s Signature</b>	<b>Date</b>	<b>Student’s Signature</b>	<b>Date</b>
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**SENDING AND CURRENT/NEW SCHOOL STATEMENTS**

My signature below attests that to the best of my knowledge I have no credible\*\* evidence of any person who is connected with the athletic department of the new school or who is part of the booster club of the new school or who is acting on their behalf, having communication, directly or indirectly, through intermediaries or otherwise with the transfer student, student’s parents, legal guardian or caregiver, or anyone acting on behalf of the student, prior to the completion of the enrollment process. Furthermore, I am not aware of this student participating during the previous 12 months on any non-student athletic team\* that is associated with the enrolling school. I am not aware of anything that would constitute an athletically motivated transfer. (See definition)

<p align="center"><b><u>Athletic Director Sending School</u></b></p> <p><input type="checkbox"/> Athletic Director confirms he/she has included head coaches verifying this is a non-athletic transfer</p>	<p align="center"><b><u>Athletic Director Current/New School</u></b></p> <p><input type="checkbox"/> Athletic Director confirms he/she has included head coaches verifying this is a non-athletic transfer</p>
<p><input type="checkbox"/> _____ Signature of SENDING Principal unable to certivf statement above    Date</p>	<p><input type="checkbox"/> _____ Signature of NEW Principal unable to certivf statement above    Date</p>

Receiving School \_\_\_\_\_

Administrator of Receiving School Applying for Waiver \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Parent Name \_\_\_\_\_

- Upon review of all materials and required documentation submitted, I have determined this transfer to be a Bona fide family move or the student has not participated in the past 12 months (please enclose documentation).
- Upon review of all materials and required documentation, I have determined this transfer meets the 50% varsity eligibility requirements (non-athletic, not following a coach, and all other eligibility requirements are met (please enclose documentation).
- Upon review of all materials and required documentation of a hardship as defined, a hardship waiver is recommended (attach all documentation).
- Upon review of materials and required documentation, this transfer meets the broken home exception.
- Upon review, the materials enclosed meet the definition for an approved foreign exchange program.
- Upon review of documentation provided by the family, I am applying for a transfer waiver from a foreign country not in an exchange program.

List of materials and required documentation needed for each waiver:

<u>Bona Fide Move</u>	<u>50%</u>	<u>Hardship</u>	<u>Foreign Student</u>
Sale or termination of lease	Academically eligible	Proof of unforeseen/unavoidable	Exchange Program
Purchase or rental agreement	Discipline Approval	uncorrectable	information
Full year lease on house if trying to sell a house	Non-athletic motivated	Agreement of above by prior school	
Proof of change of address:	Proof of reason for transfer	Letter from parents specifically stating what the hardship is	
• Driver's License		Any other documentation proving hardship	
• Motor Vehicle Registration		Divorce Decree	
• Post Office		Other	
• Utility Bill (gas, electric)			

I have verified the information submitted to me by parent through the prior student's school's administration. The name and phone number of the person at the prior school that I communicated with:

Name \_\_\_\_\_ School \_\_\_\_\_

Signature of Principal or Athletic Director \_\_\_\_\_

League vote \_\_\_ Yes \_\_\_ No \_\_\_ Approved \_\_\_ Denied

**CHSAA OFFICE USE ONLY**

\_\_\_\_\_ Varsity Eligibility Approved \_\_\_\_\_ 50% Eligibility \_\_\_\_\_ Varsity Eligibility Waiver Denied

Comments:

Signed \_\_\_\_\_ Date \_\_\_\_\_