TRANSFER FLOW CHART

A TRANSFER APPLICATION MUST BE SUBMITTED AND PROCESSED PRIOR TO COMPETING AT ANY LEVEL

In order for a school to apply for a student's athletic eligibility, the student must be academically eligible (at the time of transfer) or become academically eligible at the new school (in an official, regular grading period, not a progress report) before a transfer application will be processed. An application will not be reviewed if the student is transferring with disciplinary action taken or pending at the former school. Knowledge of pre-enrollment contact **MUST** be disclosed by **ANY AND ALL PARTIES** involved in the transfer process. This includes but is not limited to the current and former school(s), parents, students, staff and coaches.

ADDITIONAL QUESTIONS:

1. Is this the first time the student has transferred since initially enrolling in the 9th grade? If not, get details on each transfer (grade, school, exact enrollment dates, sports played at any level, family unit details, etc.).
2. Did the student compete in **ANY** sports **AT ANY LEVEL** in the 12 months prior to the date of transfer? If not, complete a "Non-Participation" application.
3. Has there been pre-enrollment contact with faculty/staff/coaches/students or parents associated with the new school?

Student transfers from "School A" to "School B."

Has the student made a **"Valid Change of Residence"** as defined in CIF Bylaw 206?

NO

Is this the student's 1st transfer since enrolling in high school? **Note:** A "Valid Change of Residence" or "Hardship" DOES NOT count as a previous transfer.

NO

Submit a **"Limited Eligibility"** form. The student is not entitled to a "**Sit Out Period**" (due to previous transfers) and **will be limited to lower levels** in any sports played at any level in the 12 months prior to their transfer. **NOTE**: If the student has not played sports in the 12 calendar months prior to transfer, a "Non-Participation" application should be filed.

YES

Submit a **"Valid Change of Residence"** transfer application. In CIFSS Home, upload the initialed **VCR Documentation Checklist,** accompanying documents, & the **Parent Student Certification** where items #6 **OR** #7 have been **READ**, **REVIEWED** w/parent and **accurately signed**.

YES

Did the student compete in **ANY** sports, **AT ANY LEVEL**, at a different school in the 12 months prior to transfer? Participation means playing in an interscholastic contest during the high school season of sport. "*Practicing*" **DOES NOT COUNT** as participation.

NO

Submit a **"Non-Participation"** transfer application. The student will be eligible for all sports, any level, once the transfer is processed by the Southern Section and once cleared by the new school.

"Valid Change of Residence" applications are marked "Received" as the school applying for eligibility is responsible for **VERIFYING** a valid change has been made. Should there be any issue with the valid change, the receiving school & athlete will be subject to penalty as outlined in the bylaws.

YES

Submit a **"Sit Out Period"** transfer application listing the sports the student played at the former school in the corresponding season last year. In each sport, the student may play JV for the entire season **(NO VARSITY) OR** wait until after the "Sit Out Period" dates per sport have passed and play **ANY LEVEL** thereafter.