

CERTIFICATE OF TRANSFER

KSHSAA Transfer Rule 18-1-1 requires processing a Certificate of Transfer for all transfer students. Use this **Form T-E (Transfer-Eligibility)** for those students who, along with their parents, make a bona fide move to a new permanent residence in the vicinity of your school. **NOTE:** In addition, the student must meet all other rules and regulations; such as **Scholarship Rule 13, Bona Fide Rule 14, Enrollment Rule 15, Semester Rule 16, Age Rule 17**, etc.

SECTION A of this form is to be completed by the petitioning school **AND FAXED OR EMAILED TO THE PRINCIPAL** of the school from which the student transferred, requesting the required information in **SECTION B**. If/when SECTION B is approved and returned to you, *please retain it in your files.*

Contact the KSHSAA only if the principal of the school the student last attended, or you, disagree concerning the student's eligibility.

Transfer Rule 18-1-9, to which this form primarily applies reads as follows:

MOVE OF PARENTS TO NEW SCHOOL AREA—If a student's parents move to the vicinity of a new school and the student elects to remain at the school in which he or she has been enrolled and attending, the student may do so without affecting his or her eligibility at that school. If the parents move during the school year and the student wishes to transfer to the school in the vicinity of the new permanent residence, he or she may become eligible immediately under the following conditions:

- a. If the student transfers within ten days of the time of his or her parent's move, the student becomes eligible at once as far as the Transfer Rule is concerned.
- b. If the student remains until the close of the current semester or until the close of the school year, he or she may become eligible immediately upon enrolling in the new school and attending classes.
- c. If the student transfers within ten days after the end of an activity season in which he or she competed and which was in progress at the time of the parents' move, the student becomes eligible immediately. An activity season is interpreted as being "in progress" after a school has been represented in at least one interschool event in that activity.

NOTE: If a student does not transfer to the new school within the time span as explained above in a, b, c, the student will remain eligible at the original school but would be ineligible at the new school, unless otherwise approved by the school from which he or she transferred and the Executive Board.

SECTION A — TO BE COMPLETED BY PRINCIPAL OF SCHOOL TO WHICH STUDENT HAS TRANSFERRED

Name of student

Student's current address

City Zip

Date of Birth Age

Student's grade in school (7th, 8th, 9th, 10th, 11th, 12th)

Name of new school to which student has transferred

Date on which the student started attending above school

School address

City Zip

School Phone School Fax or Email

Student wishes to participate in the following activities during his/her first calendar year (for high school)/first eighteen weeks (for middle/junior high school) of attendance in our school:

Name of school student previously attended: _____

The above information, SECTION A, and this application for immediate eligibility are correct to the best of my knowledge. **The transfer student and his/her parents made a bona fide move to a new permanent residence in the vicinity of our school.** No undue influence was used by any person to encourage the transfer. In order to determine the student's eligibility for interscholastic activities, I will send this form to the principal of the school from which the above-named student has transferred so they may complete SECTION B. After its return, I will file it for our school's record. If a disagreement arises concerning this student's eligibility, only then will I contact the KSHSAA to pursue further action.

Principal's Signature

Date

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SECTION B — TO BE COMPLETED BY THE PRINCIPAL OF THE SCHOOL THE STUDENT LAST ATTENDED

Kansas State High School Activities Association **Transfer Rule 18-1-1** requires processing a *Certificate of Transfer* for all transfer students.

SECTION A has been completed by the school to which the student transferred. Please complete the following **SECTION B** and return this form via fax or email to the originating school. *Attach a copy of the student's transcript if one has not been sent.* Your early reply is appreciated.

Student's name

1. Did the student and his/her parents with whom he/she was residing while attending your school make a bona fide move from their previous residence in the vicinity of your school to a new, permanent residence in the vicinity of the school he/she is currently attending? *(If the answer is **NO**, the student will be ineligible for interscholastic activities unless he/she qualifies under other exceptions.)* YES NO
2. Would the student have been eligible for interschool activities if he/she remained in your school? If **NO**, why? YES NO
3. As it relates to the Transfer and Undue Influence Rules, does the student qualify for immediate eligibility at his/her new school? If **NO**, why? YES NO
4. Did the student pass five new subjects (those not previously passed) in his/her last semester of attendance at your school? *(If the answer is no, the student would not qualify for immediate eligibility due to scholarship deficiencies.) Note: Students entering 7th or 9th grade are exempt from this academic requirement for the first semester of 7th or 9th grade only.* YES NO
5. If the student withdrew from your school during the course of a semester, was he/she enrolled and in attendance in at least five new subjects (those not previously passed) at the time of withdrawal? *(If the answer is no, the student would not qualify for immediate eligibility due to enrollment deficiencies.)* YES NO
6. Total semesters attended in the following grades: 7th ____ 8th ____ 9th-12th ____
7. List participation in interscholastic activities by number of seasons or years.
NOTE: Participation in any part of a game, contest, activity, etc., constitutes participation for a season in that activity.
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|----------------------------|-----------------------|--------------------|-------------------------|-------------------|
| a. ____ Debate | f. ____ Baseball | k. ____ Golf | p. ____ Swim. & Dive | u. ____ Wrestling |
| b. ____ Speech & Drama | g. ____ Basketball | l. ____ Gymnastics | q. ____ Tennis | v. ____ Other |
| c. ____ Instrumental Music | h. ____ Bowling | m. ____ Soccer | r. ____ Track & Field | |
| d. ____ Vocal Music | i. ____ Cross Country | n. ____ Softball | s. ____ Unified Bowling | |
| e. ____ Scholars Bowl | j. ____ Football | o. ____ Spirit | t. ____ Volleyball | |

8. Certification by principal of former school.

PLEASE CHECK: The above information is correct to the best of my knowledge. I DO I DO NOT
approve immediate eligibility in the new school per their application on behalf of the above-named student.

NOTE: State reasons if not approved, provided it was not addressed with a "**NO**" answer in the first four responses above.

Principal's Signature

Date

School Address

City State Zip

School Phone

School Fax or Email