



KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION
DOMESTIC STUDENT TRANSFER FORM – 2009-2010
THIS FORM MAY NOT BE FAXED TO THE KHSAA. STUDENT IS NOT ELIGIBLE UNTIL RULING ISSUED BY COMMISSIONER. INCOMPLETE OR ILLEGIBLE FORMS WILL BE RETURNED WITHOUT PROCESSING.

GENERAL INSTRUCTIONS FOR COMPLETION OF THE KHSAA TRANSFER FORM. TO BE COMPLETED ON ALL STUDENTS WHO DID NOT INITIALLY ENROLL AT THE KHSAA MEMBER SCHOOL IN GRADE NINE (9)

1. The **Receiving School** is the KHSAA member school in which the student is enrolled and for which he/she is requesting eligibility.
2. The **Sending School** is normally the most recent school in which this student was enrolled and participated in interscholastic athletics. For students who have attended multiple schools, this is the last school at which the student participated in varsity athletics after enrolling in grade nine (9).
3. Upon receipt, the form will be reviewed by the Commissioner's Office and a ruling will be issued.
4. For processing, allow a minimum of three (3) working days to ensure time for verification of the data and be mindful that in accordance with the Due Process Procedure, the Commissioner has thirty (30) days to rule, and additional time if investigation is necessary.
5. Only the Principal and/or Designated Representative of a member school may inquire as to the processing status of the form. Member schools will be given information as to the proper procedure for such verification.
6. The waiver of Bylaw 6 does not in and of itself declare the student eligible. It is the responsibility of the member school to verify that the student is eligible according to all other bylaws.

SPECIFIC INSTRUCTIONS FOR THE RECEIVING SCHOOL

1. This form is for use with domestic students enrolling in a KHSAA member school and is to be processed between school administrators and may not involve parental intervention in its delivery.
2. Complete this form for any student transferring into a school who has not been continually enrolled in the receiving school since ninth grade or if the student is below grade nine (9) and has already participated in sports during the current school year.
3. Students may not practice, scrimmage (inter or intra-school) or play in contests until being ruled eligible by the Commissioner's office if a ruling is required. Member school(s) will be penalized for such participation.
4. Verification as to a student not having participated in varsity athletics at his/her former school SHALL be in writing (using page two of this form) and kept on file until the student graduates. No ruling is necessary if the **Sending School** response indicates that the student athlete has not participated in varsity athletics.
5. The **Receiving School** may need to verify with multiple schools as to the participation history if the student has attended more than one high school after enrolling in grade nine.
6. The **Receiving School** shall complete page two of this form if there is doubt about the student's participation at the varsity level. This can then be sent to the **Sending School** to verify and determine if the completion of pages four through nine are required.
7. If the **Sending School** verifies that there has been no varsity participation, and the student is deemed eligible by the **Receiving School** according to all other bylaws, the form (page two of this form), should be placed with the student's permanent record and no other action is necessary to allow the student to participate.
8. If the **Sending School** verifies that the student has participated in varsity athletics, then the **Receiving School** shall complete all requested and required information on pages four through six of the form and send the form in its entirety (pages two, and four through six) to the **Sending School**.
9. The **Receiving School** should maintain a copy in case of problems with mail or other delivery.
10. After receiving the information on pages two and four through six from the sending school, the **Receiving School** shall complete pages seven through nine of the transfer form.
11. After signing the form, the **Receiving School** should collect any additional necessary documentation (custody orders, home sale verification), and should check the form to be sure all requested and required information has been properly completed.
12. Once verified, the **Receiving School** shall submit all pages (pages four through nine) to the KHSAA for an eligibility ruling.

SPECIFIC INSTRUCTIONS FOR THE SENDING SCHOOL

1. This form is for use with domestic students enrolling in a KHSAA member school AND IS to be processed between school administrators and may not involve parental intervention in its delivery.
2. If a **Sending School** receives only page two of the form, the **Sending School** shall verify whether or not the student has participated at the varsity level after enrolling in grade nine, sign the form, and return it to the receiving school.
3. If a **Sending School** receives the entire form (pages four through six), then the **Sending School** shall review the information on pages four through six of the form submitted by the **Receiving School**, and then complete all requested and required information on page seven through nine of the form. The **Sending School** representative shall then sign the appropriate lines on the form and send the form in its entirety back to the **Receiving School**.
4. If desired, the **Sending School** should maintain a copy in case of problems with mail or other delivery.
5. KHSAA member schools will be penalized in accordance with Bylaw 33 for failing to return the transfer form to the **Receiving School** within seven (7) working days of receipt.
6. Non-KHSAA members will be referred to the appropriate State High School Association for assistance if there is delay in the processing of this form.
7. Member schools are reminded that the **Sending School** has no authority in making the eligibility determination, but must simply report the facts according to the permanent record and other verified data on the form.



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USE THIS FORM TO DETERMINE IF THE STUDENT HAS PREVIOUSLY PARTICIPATED AT THE VARSITY LEVEL. IF SUCH PARTICIPATION IS VERIFIED, ALL PAGES MUST BE COMPLETED AND EXCHANGED BETWEEN THE SCHOOLS.

This information is to be completed by the Receiving School (KHSAA school desiring eligibility for the student.)

NOTE: If the responses to 1 and 2 are both NO, then no ruling will be necessary by the KHSAA in this case, this form is to be placed on file at the Receiving school until the student graduates and is not to be sent to the KHSAA.

Information Needed		These lines are to be completed by the Receiving School	
Student Name			
Date of Enrollment at Receiving School			
Name of Receiving School			
Current Grade in school			
Student's Enrollment History (list school(s) attended) each year	Grade	School	Varsity Play (Yes/No)?
	9		
	10		
	11		
	12		
Birth Date		Age (as of this date)	
Print Name of Person Signing this Form and Position at the school			
Date	Signature	Daytime Phone	

NOTE: THIS FORM IS NOW TO BE SENT TO THE SENDING SCHOOL AFTER COMPLETION OF THE ABOVE SECTION TO DETERMINE IF ADDITIONAL INFORMATION IS NECESSARY.

This information is to be completed by the Sending School (last school where student attended and participated in varsity interscholastic athletics)

NOTE: If the responses to 1 and 2 are both No, then no ruling will be necessary by the KHSAA in this case, this form is to be placed on file at the Receiving school until the student graduates and is not to be sent to the KHSAA.

Information Needed		These lines are to be completed by the Sending School	
Name of Sending School (last school at which student played varsity athletics)			
Complete Address of Sending School			
Phone Number of Sending School			
1	Has this student participated in VARSITY athletics representing this school after enrolling in grade 9? (check response)	YES	NO
2	Has this student participated in VARSITY athletics representing this school during the current school year? (check response)	YES	NO
Print Name of Person Signing this Form		Position in School	
Date	Signature	Daytime Phone	

NOTE: THIS FORM IS NOW TO BE SENT BACK TO THE RECEIVING SCHOOL

NOTE: IF THE RESPONSE TO 1 AND 2 ARE BOTH NO, NO RULING WILL BE NECESSARY BY THE KHSAA IN THIS CASE AND THE FORM IS TO BE PLACED ON FILE AT THE RECEIVING SCHOOL UNTIL THE STUDENT GRADUATES. IF THIS IS THE CASE, DO NOT SEND THIS FORM TO THE KHSAA. IF THE ANSWER TO 1 OR 2 IS YES, THEN COMPLETE THE REMAINDER OF THE FORM (PAGES 3 AND 4) AND FOLLOW THE SUBMISSION INSTRUCTIONS ON PAGE 1

The complete text of Bylaw 6, Transfer Rule, is contained on page three of this form, and in the KHSAA Handbook as well as interpretations that have established enforcement precedents. Rulings are issued based solely on the issue of Bylaw 6, Transfer Rule. No verbal statement in addition or in contradiction to these materials shall apply.



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Below is the 2008-2009 KHSAA Bylaw 6, Transfer Rule. School Officials Completing Pages 4 through 7 of this form are to answer all questions with specific reference to the wording of the rule as adopted.

Bylaw 6. Transfer Rule - Domestic Students – Reprinted from 2008-2009 KHSAA Handbook

Sec. 1) Domestic Student Transfer

Any student who has been enrolled in grades nine (9) through twelve (12) and has participated in any varsity contest in any sport at any school following enrollment in grade nine (9) and who then transfers schools shall be ineligible for interscholastic athletics at any level in any sport for one year from the date of enrollment in the new school.

The Commissioner has discretion (but is not required) to waive the period of ineligibility set forth above if one or more of the following exceptions in Section 2 has been met. Determinations of whether a student shall be granted a waiver pursuant to this rule shall be based on the circumstances existing as of the date of enrollment at the new school.

Sec. 2) Discretionary Exceptions for Waiver

a) **BONA FIDE CHANGE IN RESIDENCE** - The period of ineligibility may be waived if there has been a bona fide change in residence by the parents and student that precedes a student's change of schools.

For purposes of this bylaw, a bonafide change of residence means the moving of the permanent residence of the entire family of the student and the student's parents from one school district or defined school attendance area into another school district or defined school attendance area prior to a change in enrollment of the student. A student who becomes emancipated does not have a bona fide change of residence by virtue of his or her emancipation and change of residence for purposes of this bylaw.

b) **DIVORCE** - The KHSAA shall not recognize a legal separation as grounds for waiver of the provisions of this bylaw. The period of ineligibility may be waived in the event of a dissolution of marriage (i.e. a final and legally binding divorce decree from a court of competent jurisdiction) of the parents and a change in the residence of the student pursuant to a court order granting custody of the child to one of the parents with whom the student shall reside. In the event joint custody is awarded to both parents, for purposes of this bylaw, the student shall initially be eligible where either parent resides.

The eligibility of a student may be restored one-time if, after establishing eligibility and complying with the initial court order granting joint custody, a student relocates to permanently reside with the other custodial parent. The grant of eligibility shall only apply to the member school in which the residence of the custodial parent is located. After this one time move by the student to the other custodial parent all subsequent moves between parents shall require a period of ineligibility of one year.

c) **CHANGE OF CUSTODY** - The KHSAA shall not recognize guardianship or similar arrangements made, for purposes of this bylaw. The period of ineligibility may be waived if it is shown that custody of the student has been taken from one or both parents and given to the other parent or a third person by a court of competent jurisdiction and under circumstances indicating: (1) the parent(s) are unfit or (2) the court finds that the health and welfare of the student would be better served by the change in custody.

d) **DEATH** - The period of ineligibility may be waived in the event the death of one or both of the student's custodial parents creates the circumstances that the transfer to another secondary school is deemed appropriate.

e) **BOARDING SCHOOLS** - The period of ineligibility may be waived on a one-time basis for students entering a boarding school on a full time basis as a boarding school student.

f) **NON ATHLETIC PARTICIPATION FOR AN ENTIRE SCHOOL YEAR** - The period of ineligibility may be waived in the event that the transferring student did not participate in an interscholastic contest at any level in any sport while enrolled in grades nine through twelve at the sending school during the entire academic school year immediately preceding the change in schools.

g) **REASSIGNMENT BY BOARD OF EDUCATION** - The period of ineligibility may be waived if the student has changed schools through a properly documented reassignment of the Board of Education to another school. To meet this exception for a reassignment, reasons for the assignment may include the closing or opening of a school due to consolidation, merger, opening of a new school, or another type or opening or closing or assignment through KRS 158.6455 or other applicable adopted regulation. That assignment may be to the public school district should a private, parochial or independent school close.

h) **TRANSFER FROM NON-MEMBER SCHOOL** – The period of ineligibility may be waived for a student transferring from a non-member school located in Kentucky whose athletic participation has been limited primarily to other non-member schools.

i) **MILITARY ASSIGNMENT** - The period of ineligibility may be waived for a student transferring in a situation where documentation is presented to verify that the change in education and living arrangements is directly related to an order from any branch of the United States military service, including the reserve components.

Sec. 3) Specific Restrictions Resulting in Denial of Waiver

Satisfying of one of the exceptions (a through i) shall not be considered valid and a waiver of the period of ineligibility shall not be granted—

a) If the change in schools is to nullify or circumvent the actions of representatives or rules of the previous school or if the student left the sending school under penalty which would have resulted in their ineligibility at the sending school;

b) If the satisfying of one of the exceptions occurs after the enrollment at the new school;

c) If the change in schools is motivated in whole or part by a desire to participate in athletics at the new school;

d) If the satisfying of one of the exceptions is used or manipulated for the purpose of gaining athletic eligibility;

e) If the satisfying of one of the exceptions by the student and the parent(s) does not reasonably precipitate a transfer to the new school.

Sec. 4) Other Transferring Student Restrictions and Procedures

a) The Commissioner may appoint or hire a committee or investigator to conduct any inquiry or investigation concerning any issues arising under this bylaw or any other bylaw.

b) If any member school files a written objection to the factual validity of the certification before the conclusion of the period of time to which the period of ineligibility would normally apply, along with the specific, detailed basis for the objection, then a complete investigation shall be conducted by the KHSAA and a ruling shall be issued through the Commissioner's office.

c) A student enrolled in grades 4-12 who has participated in a first team game shall not be eligible to represent a second member school during that school year unless that student would qualify for a waiver of the period of ineligibility in accordance with provisions (a) through (i) above.

d) A student is ineligible for athletics in this state if he or she transfers from another state if the student was or would have become ineligible in the state from which he or she transfers.



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TRANSFER FORM – RECEIVING SCHOOL SUPPLEMENTAL INFORMATION
 TO BE COMPLETED IF THE STUDENT HAS PARTICIPATED IN VARSITY ATHLETICS AFTER ENROLLING IN GRADE NINE, OR IF THE STUDENT HAS PARTICIPATED IN VARSITY ATHLETICS DURING THE CURRENT SCHOOL YEAR AND THEREAFTER CHANGES SCHOOLS DURING THE SAME SCHOOL YEAR.
 THE FOLLOWING INFORMATION IS TO BE COMPLETED BY THE RECEIVING SCHOOL AND ALL INFORMATION ON THESE PAGES SHOULD THEN BE FORWARDED TO THE SENDING SCHOOL IN ORDER TO ALLOW THAT SCHOOL TO COMPLETE THEIR PORTION OF THE FORM.

Student Name													
3	Sport(s) in which student desires to participate (Check applicable) BA-Baseball, BK-Basketball, XC-Cross Country, FB-Football, GF-Golf, SO-Soccer, FP-Fast Pitch, SW-Swimming, TN- Tennis, TR-Track, VB-Volleyball, WR-Wrestling	BA											
		GF		BK		XC		FB					
		TN		SO		FP		SW					
				TR		VB		WR					
4	Street Address of this student and family while attending the Receiving School (use 911 address, do not use PO Box)												
5	Name of the person with whom the student currently resides at the address as listed in response 5. If this individual(s) is different than the response to number 6 below, please explain. Attach additional response if necessary.												
6	Name and relationship of the individual(s) who has legal custody (care and support) of this student (Mother, Father, Other). Response should include the name of the individual and the relationship to the student												
7	Date the student and family moved into the address listed in Question 4?												
8	Phone number (day and night) of student and family according to school records.												
9	The Receiving School requests a waiver of the one-year period of eligibility due to exception (check one)												
	a) Bonafide Change in Residence												
	b) Divorce			f) Non athletic participation for an entire school year									
	c) Change of Custody			g) Reassignment by Board of Education									
	d) Death of One or More Custodial Parents			h) Transfer from Non-Member school									
	e) Boarding School			i) Military Assignment									
				OTHER (INCLUDE LETTER DETAILING CIRCUMSTANCES)									
10	COMMENTS. Please record any notes concerning school change (<i>attach additional letter if necessary or if more space is needed</i>)												
<p>Complete lines 11-17 if you are applying for a waiver of the Bylaw according to subsection (a), Bonafide Change in Residence. If applying for this exception, additional written documentation is required to accompany this form to verify the circumstances surrounding the bonafide change which may include sales documents, contracts or rental agreements. Carefully read the definition of a bonafide change in address, along with each question and request for information.</p> <p>a) BONA FIDE CHANGE IN RESIDENCE - The period of ineligibility may be waived if there has been a bona fide change in residence by the parents and student that precedes a student's change of schools. For purposes of this bylaw, a bonafide change in residence means the moving of the permanent residence of the entire family of the student and his/her parents from one school district or defined school attendance area into another school district or defined school attendance area prior to a change in enrollment of the student. A student who becomes emancipated does not have a bona fide change in residence by virtue of his/her emancipation and change in residence for purposes of this bylaw.</p>													
11	Who owns/leases/rents the Receiving School residence listed in the Question 4? (parents, relative, etc)												
12	Status of CURRENT residence listed in Question 4?												
	Property is owned by student's custodial family												
	Property sale is pending (ENCLOSE COPY OF CONTRACT OR SALE PENDING VERIFICATION)												
	Property is lease/rental property with a minimum of at least a 12-month lease agreement (PROVIDE COPY OF LEASE)												
	Other arrangement (detail on line below)												
13	Does any member of the school system staff, including but not limited to coaching or athletic staff members, have any ownership interest in the property listed in Question 4?	YES										NO	



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14	What specific public/independent school district includes the address listed in Question 4 above (list specific public school not school system, in the case of multiple schools, list the "resides" or assigned school).				
15	Status of former residence listed in Question 32? RECEIVING SCHOOL MAY NEED TO WAIT TO COMPLETE THIS INFORMATION UNTIL SENDING SCHOOL PORTION IS COMPLETE				
	House has been sold and closing has been completed.				
	House has been listed on with a realtor (ENCLOSE COPY OF LISTING AGREEMENT)				
	House has been listed, sale is pending (ENCLOSE COPY OF CONTRACT OR SALE PENDING VERIFICATION)				
	House is still owned/maintained by custodial family				
	Rental/Lease agreement has expired and property is leased/rented to another party outside of the custodial family (ADDITIONAL DOCUMENTATION MAY BE REQUIRED)				
	Other arrangement (detail on line below)				
16	If the Status in line 15 IS STILL OWNED/MAINTAINED, is the residence occupied by a member of the student's family? IF YES, DESCRIBE IN LINE 10 OR IN ATTACHED LETTER	YES		NO	
17	For purposes of this bylaw, a bonafide change in residence means the permanent moving of the student and his/her custodial parents from one school district defined school attendance area into another school district or defined school attendance area prior to a change in enrollment of the student. A student who becomes emancipated does not have a bona fide change in residence by virtue of his/her emancipation and change in residence for purposes of this bylaw. According to this definition , does this member school claim that this student and his/her custodial family had a bonafide change in residence?	YES		NO	
<p>Complete line 18 if you are applying for a waiver of the period of ineligibility according to subsection (b) Divorce. If applying for this exception, additional written documentation is required to accompany this form to document that the action preceded the first date of enrollment for the student. Carefully read this exception, along with the request for information.</p> <p>b) DIVORCE - The KHSAA will not recognize a legal separation as grounds for waiver of the provisions of this bylaw. The period of ineligibility may be waived in the event of a dissolution of marriage (i.e. a final and legally binding divorce decree from a court of competent jurisdiction) of the parents and a change in the residence of the student pursuant to a court order granting custody of the child to one of the parents with whom the student shall reside. In the event joint custody is awarded to both parents, for purposes of this bylaw, the student shall initially be eligible where either parent resides. After initially establishing eligibility with one parent, all subsequent transfers will require a period of ineligibility of one year. If neither parent retains the former residence, the parents shall designate one of their new residences (mother or father) for the purpose of this bylaw, such designation to be reviewed and approved by the Commissioner. If a student subsequently decides to return and reside with the other parent in a different school district following this initial designation, the student shall be ineligible for one year.</p>					
18	Subsequent to the student's last date of participation in varsity athletics, has there been dissolution of marriage followed by a court order granting custody of the student to the parent with whom the student resides? IF ANSWER IS YES, ENCLOSE A COPY OF THE DATED CUSTODY ORDER	YES		NO	
<p>Complete line 19 if you are applying for a waiver of the period of ineligibility according to subsection (c) Change of Custody. If applying for this exception, additional written documentation is required to accompany this form to document that the action preceded the first date of enrollment for the student. Carefully read this exception, along with the request for information.</p> <p>c) CHANGE OF CUSTODY - The KHSAA shall not recognize guardianship or similar arrangements made, for purposes of this bylaw. The period of ineligibility may be waived where it is shown that custody of the student has been taken from one or both parents and given to the other parent or a third person by a court of competent jurisdiction and under circumstances indicating: (1) the parent(s) is/are unfit or (2) the court finds that the health and welfare of the student would be better served by the change in custody.</p>					
19	Is this student a ward of the state or court and changing schools due to that order or due to a change in the original parental custody order? IF ANSWER IS YES, ENCLOSE A COPY OF THE DATED COURT ORDER OR STATE AGENCY ORDER IF A WARD OF THE STATE	YES		NO	
<p>Complete line 20 if you are applying for a waiver of the period of ineligibility according to subsection (d) Death. If applying for this exception, additional written documentation is required to accompany this form to document that the action preceded the first date of enrollment for the student. Carefully read this exception, along with the request for information.</p> <p>d) DEATH - The period of ineligibility may be waived in the event the death of one or both of the student's custodial parents creates such circumstances that the transfer to another secondary school is deemed appropriate.</p>					
20	Is this transfer due to the death of one or more of the student's custodial parents? IF ANSWER IS YES, GIVE DETAILS IN COMMENT BOX 10	YES		NO	



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Complete line 21 if you are applying for a waiver of the period of ineligibility according to subsection (e) Boarding School. Carefully read this exception, along with the request for information.

e) BOARDING SCHOOLS - The period of ineligibility may be waived on a one-time basis for students entering a boarding school on a full time basis as a boarding school student.

21	Is this student entering or coming from a Boarding school where attendance was required by order of the courts or by recommendation of the Principal of the school attended immediately prior to attendance at the Boarding school? IF ANSWER IS YES, PROVIDE COPY OF LETTER FROM COURT/PRINCIPAL	YES		NO	
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Complete line 22 if you are applying for a waiver of the period of ineligibility according to subsection (f) Non-athletic participation for an entire school year. Carefully read this exception, along with the request for information.

f) NON ATHLETIC PARTICIPATION FOR AN ENTIRE SCHOOL YEAR - The period of ineligibility may be waived in the event that the transferring student did not participate in an interscholastic contest at any level in any sport while enrolled in grades nine through twelve at the sending school during the entire academic school year immediately preceding the change in schools.

22	Is this student transferring schools after having a complete school year (first semester through second semester) without participation in interscholastic athletics at any level (grades 9-12)?	YES		NO	
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Complete line 23 if you are applying for a waiver of the period of ineligibility according to subsection (g) Assignment by Local Board of Education. Carefully read this exception, along with the request for information.

g) REASSIGNMENT BY BOARD OF EDUCATION - The period of ineligibility may be waived if the student has changed schools through a properly documented reassignment of the Board of Education to another school in the district. To meet this exception for a reassignment, reasons for the assignment may include, but are not limited to, the closing or opening of a school due to consolidation, merger, opening of a new school, or another type or opening or closing or assignment through KRS 158.6455 or other applicable adopted regulation. Such assignment may be to the public school district should a private, parochial or independent school close.

23	Is this student transferring from a member school in Kentucky due to action of the local Board of Education? IF ANSWER IS YES, GIVE DETAILS IN COMMENT BOX 22 AND ATTACH A LETTER FROM BOARD PERSONNEL	YES		NO	
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Complete line 24 if you are applying for a waiver of the period of ineligibility according to subsection (h) Transfer from Non-Member. Carefully read this exception, along with the request for information.

h) TRANSFER FROM NON-MEMBER SCHOOL – The period of ineligibility may be waived for a student transferring from a non-member school located in Kentucky whose athletic participation has been limited primarily to other non-member schools.

24	Is this student transferring from a non-member school in Kentucky whose sole participation has been against other non-member schools?	YES		NO	
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Complete line 25 if you are applying for a waiver of the period of ineligibility according to subsection (i) Military Assignment. Carefully read this exception, along with the request for information.

i) MILITARY ASSIGNMENT - The period of ineligibility may be waived for a student transferring in a situation where documentation is presented to verify that the change in education and living arrangements is directly related to an order from any branch of the United States military service, including the reserve components.

25	Is this student transferring to a member school directly related to an order from any branch of the United State Military Service, including the reserve components? IF ANSWER IS YES, PLEASE PROVIDE OF COPY OF ORDERS RELATED TO CUSTODIAL PARENTS?	YES		NO	
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If you are requesting a waiver based upon one of the nine listed exceptions, please be sure to include the requested documentation in support of this exception.

RECEIVING SCHOOL VERIFICATION AND SIGNATURES - As Principal or Designated Representative of the RECEIVING SCHOOL, I certify that the above information is correct to the best of my knowledge and based on all available facts. NOTE: The Principal's signature does not represent a recommendation or the final ruling in the case. Disagreements as to material facts in the case or verification of evidence shall be resolved by the Commissioner's Office.

Print Name of Person Signing this Form				Position in School Must be Principal or Designated Rep.	
Date		Signature		Daytime Phone including area code	



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TRANSFER FORM – SENDING SCHOOL SUPPLEMENTAL INFORMATION
 TO BE COMPLETED IF THE STUDENT HAS PARTICIPATED AT THE VARSITY LEVEL AFTER ENROLLING IN GRADE NINE, OR IF A STUDENT HAS PLAYED VARSITY DURING THE CURRENT SCHOOL YEAR AND THEREAFTER CHANGES SCHOOLS.
 THE FOLLOWING INFORMATION IS TO BE COMPLETED BY THE **SENDING SCHOOL** AND THEN RETURNED TO THE **RECEIVING SCHOOL** ALONG WITH ANY ADDITIONAL CORRESPONDENCE NECESSARY TO SUPPLEMENT THE RECORD SO THAT THE **RECEIVING SCHOOL** CAN SUBMIT THE FORM TO THE **KHSAA** IN ITS ENTIRETY.

Student Name											
26	Date of first entry into Sending school										
27	Grade level of first entry into Sending school (check one)	9		10		11		12			
28	Date of Withdrawal from Sending School										
29	Indicate grade levels in which this student participated at the varsity level.	9		10		11		12			
30	Date of Last Varsity Participation in Any Sport, and the sport in which participated.										
31	Sport(s) in which student desires to participate (Check applicable) BA-Baseball, BK-Basketball, XC-Cross Country, FB-Football, GF-Golf, SO-Soccer, FP-Fast Pitch, SW-Swimming, TN- Tennis, TR-Track, VB-Volleyball, WR-Wrestling	BA		BK		XC		FB			
		GF		SO		FP		SW			
		TN		TR		VB		WR			
32	According to permanent records at the SENDING SCHOOL, Name of Custodial Parent (NOTE: Guardianship is NOT custody).										
33	Role of person with legal custody (person listed in 32, residential custodian charged with care and support) of this student (Mother, Father, Other)										
34	Street Address of this student and family while attending the sending school (use 911 address, do not use PO Box)										
35	Phone number (day and night) of student and family at this address according to school records.										

Complete lines 36-41 if the representatives of the RECEIVING SCHOOL have checked box (a) on page 4, indicating that a waiver is being sought according to subsection (a), Bonafide Change in Residence. If applying for this exception, additional written documentation may be required of the sending school. Carefully read the definition of a bonafide change in address, along with each question and request for information.

a) BONA FIDE CHANGE IN RESIDENCE - The period of ineligibility may be waived if there has been a bona fide change in residence by the parents and student that precedes a student's change in schools.
 For purposes of this bylaw, a bonafide change in residence means the moving of the permanent residence of the entire family of the student and his/her parents from one school district or defined school attendance area into another school district or defined school attendance area prior to a change in enrollment of the student. A student who becomes emancipated does not have a bona fide change in residence by virtue of his/her emancipation and change in residence for purposes of this bylaw.

36	Who owns/owned, leases/leased, rents/rented the residence listed in the Question 34? (parents, etc)										
37	Does any member of the school system staff, including but not limited to coaching or athletic staff members, have any ownership interest in the property listed in Question 34?	YES		NO							
38	What specific public/independent school district includes the address listed in Question 34 above (list specific public school not school system, in the case of multiple schools, list the "resides" or assigned school).										
39	Status of former residence listed in Question 34?										
	House has been sold and closing has been completed.										
	House has been listed on with a realtor (ENCLOSE COPY OF LISTING AGREEMENT)										
	House has been listed, sale is pending (ENCLOSE COPY OF CONTRACT OR SALE PENDING VERIFICATION)										
	House is still owned/maintained by custodial family										
	Rental/Lease agreement has expired and property is leased/rented to another party outside of the custodial family (ADDITIONAL DOCUMENTATION MAY BE REQUIRED)										
	Other arrangement (detail on line below)										
40	If the Status in line 34 IS STILL OWNED/MAINTAINED, is the residence occupied by a member of the student's family?	YES		NO							



KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION
DOMESTIC STUDENT TRANSFER FORM
THIS FORM MAY NOT BE FAXED TO THE KHSAA. STUDENT IS NOT ELIGIBLE UNTIL RULING ISSUED BY COMMISSIONER. INCOMPLETE OR ILLEGIBLE FORMS WILL BE RETURNED WITHOUT PROCESSING.

41	For purposes of this bylaw, a bonafide change in residence means the permanent moving of the student and his/her custodial parents from one school district defined school attendance area into another school district or defined school attendance area prior to a change in enrollment of the student. A student who becomes emancipated does not have a bona fide change in residence by virtue of his/her emancipation and change in residence for purposes of this bylaw. According to this definition , does this member school claim that this student and his/her custodial family had a bonafide change in residence?	YES	NO	
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Complete line 42 if the representatives of the RECEIVING SCHOOL have checked box (b) on page 4, indicating that a waiver is being sought according to subsection (b) Divorce. Carefully read this exception, along with the request for information.

b) DIVORCE - The KHSAA will not recognize a legal separation as grounds for waiver of the provisions of this bylaw. The period of ineligibility may be waived in the event of a dissolution of marriage (i.e. a final and legally binding divorce decree from a court of competent jurisdiction) of the parents and a change in the residence of the student pursuant to a court order granting custody of the child to one of the parents with whom the student shall reside. In the event joint custody is awarded to both parents, for purposes of this bylaw, the student shall initially be eligible where either parent resides. After initially establishing eligibility with one parent, all subsequent transfers will require a period of ineligibility of one year. If neither parent retains the former residence, the parents shall designate one of their new residences (mother or father) for the purpose of this bylaw, such designation to be reviewed and approved by the Commissioner. If a student subsequently decides to return and reside with the other parent in a different school district following this initial designation, the student shall be ineligible for one year.

42	Subsequent to the student's last date of participation in varsity athletics at the Sending School, has there been dissolution of marriage followed by a court order granting custody of the student to the parent with whom the student resides?	YES	NO	
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Complete line 43 if the representatives of the RECEIVING SCHOOL have checked box (c) on page 4, indicating that a waiver is being sought according to subsection (c) Change of Custody. Carefully read this exception, along with the request for information.

b) DIVORCE - The KHSAA will not recognize a legal separation as grounds for waiver of the provisions of this bylaw. The period of ineligibility may be waived in the event of a dissolution of marriage (i.e. a final and legally binding divorce decree from a court of competent jurisdiction) of the parents and a change in the residence of the student pursuant to a court order granting custody of the child to one of the parents with whom the student shall reside. In the event joint custody is awarded to both parents, for purposes of this bylaw, the student shall initially be eligible where either parent resides. After initially establishing eligibility with one parent, all subsequent transfers will require a period of ineligibility of one year. If neither parent retains the former residence, the parents shall designate one of their new residences (mother or father) for the purpose of this bylaw, such designation to be reviewed and approved by the Commissioner. If a student subsequently decides to return and reside with the other parent in a different school district following this initial designation, the student shall be ineligible for one year.

43	Is this student a ward of the state or court and changing schools due to that order or due to a change in the original parental custody order? (check response, give details on line 46)	YES	NO	
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Complete line 44 if the representatives of the RECEIVING SCHOOL have checked box (d) on page 4, indicating that a waiver is being sought according to subsection (d) Death. Carefully read this exception, along with the request for information.

d) DEATH - The period of ineligibility may be waived in the event the death of one or both of the student's custodial parents creates such circumstances that the transfer to another secondary school is deemed appropriate.

44	Is this transfer due to the death of one or more of the student's custodial parents?	YES	NO	
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Complete line 45 if the representatives of the RECEIVING SCHOOL have checked box (e) on page 4, indicating that a waiver is being sought according to subsection (e) Boarding School. Carefully read this exception, along with the request for information.

e) BOARDING SCHOOLS - The period of ineligibility may be waived on a one-time basis for students entering a boarding school on a full time basis as a boarding school student.

45	Is this student entering or coming from a Boarding school where attendance was required by order of the courts or by recommendation of the Principal of the school attended immediately prior to attendance at the Boarding school?	YES	NO	
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Complete line 46 if the representatives of the RECEIVING SCHOOL have checked box (f) on page 4, indicating that a waiver is being sought according to subsection (f) Non-athletic participation for an entire school year. Carefully read this exception, along with the request for information.

f) NON ATHLETIC PARTICIPATION FOR AN ENTIRE SCHOOL YEAR - The period of ineligibility may be waived in the event that the transferring student did not participate in an interscholastic contest at any level in any sport while enrolled in grades nine through twelve at the sending school during the entire academic school year immediately preceding the change in schools.

46	Is this student transferring schools after having a complete school year (first semester through second semester) without participation in interscholastic athletics at any level?	YES	NO	
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**KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION
DOMESTIC STUDENT TRANSFER FORM**

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Complete line 47 if the representatives of the RECEIVING SCHOOL have checked box (g) on page 4, indicating that a waiver is being sought according to subsection (h) Reassignment by Board of Education. Carefully read this exception, along with the request for information.

g) REASSIGNMENT BY BOARD OF EDUCATION - The period of ineligibility may be waived if the student has changed schools through a properly documented reassignment of the Board of Education to another school in the district. To meet this exception for a reassignment, reasons for the assignment may include, but are not limited to, the closing or opening of a school due to consolidation, merger, opening of a new school, or another type or opening or closing or assignment through KRS 158.6455 or other applicable adopted regulation. Such assignment may be to the public school district should a private, parochial or independent school close.

47	Is this student transferring from a member school in Kentucky due to action of the local Board of Education?	YES		NO	
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Complete line 48 if the representatives of the RECEIVING SCHOOL have checked box (h) on page 4, indicating that a waiver is being sought according to subsection (g) Transfer from Non-Member. Carefully read this exception, along with the request for information.

h) TRANSFER FROM NON-MEMBER SCHOOL – The period of ineligibility may be waived for a student transferring from a non-member school located in Kentucky whose athletic participation has been limited primarily to other non-member schools.

48	Is this student transferring from a non-member school in Kentucky whose sole participation has been against other non-member schools?	YES		NO	
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49	COMMENTS. Please record any notes concerning school change (<i>attach additional letter if necessary or if more space is needed</i>)				

SENDING SCHOOL VERIFICATION AND SIGNATURES - As Principal or Designated Representative of the SENDING school, I certify that the above information is correct to the best of my knowledge and based on all available facts. NOTE: The Principal's signature does not represent a recommendation or the final ruling in the case. Disagreements as to material facts in the case or verification of evidence shall be resolved by the Commissioner's Office.

Print Name of Person Signing this Form		Position in School	
Date	Signature	Daytime Phone including area code	