



INSTRUCTIONS FOR COMPLETING
THE 206/510
VALID CHANGE OF RESIDENCE
APPLICATION



WHAT: This application is a request for a required eligibility determination for a student who, after entering the 9th grade in any school anywhere in the world, changes schools no later than the beginning of the school year immediately following a valid change of residence of the entire family with which the student was living while attending the former school.

ONLY **ORIGINAL** COPIES WILL BE ACCEPTED BY YOUR CIF/SECTION OFFICE.

WHO: The NEW School is responsible to assist the family with the completion of this application.

- The STUDENT AND FAMILY should complete their portion first;
- The FORMER school does not have to complete any portion of this form; and
- The NEW school should complete their portion last and be responsible for making sure the original application is complete, accurate and is submitted with all required documentation to their respective CIF/Section office. The NEW school should make sure that the student has actually made a valid change of residence from out of their school attendance area INTO their school attendance area and are enrolling no later than the beginning of the next school year following that move BEFORE submitting the application to the CCS. The documentation confirming that valid change of residence does not need to be submitted to the CCS unless specifically requested. Please see the application form and the Applicable CIF Bylaws below for specific requirements for confirming such a valid change of residence.

WHEN: Processing of applications may take up to 20 business days from the date of receipt in the CIF/Section office, of an original and COMPLETE application. Applications that are incomplete, incorrect or missing required documentation will result in a delay in processing. Please submit original, completed applications in plenty of time so as not to delay the determination for the student. Athletes are NOT ELIGIBLE to participate in any sports until a determination by the section office has been made and communicated to the new school.

WHAT ELSE:

- **ADDITIONAL PAPERWORK MAY BE REQUESTED BY YOUR CIF SECTION.** Parents and students may have a privacy right not to disclose, or to permit institutions to disclose the records and information about this student. However, the CIF section may be unable to grant athletic eligibility absent the disclosure of relevant information or documentation from the student's former and current/new high schools. .

- **ALL DOCUMENTS RELATED TO HARDSHIP REQUESTS MUST BE ATTACHED AND SUBMITTED WITH THE 207/510 APPLICATION.** The application is not considered complete and cannot be reviewed until ALL information and a completed, corrected application is received by the CIF/Section office.
- **510 Pre-Enrollment Contact Affidavit-Parents, Students, AD's, Principals and Coaches:** Please note that these statements should be read carefully to insure you are accurately signing these statements. **ALL** Pre-enrollment contact of **ANY NATURE**, must be disclosed so that the CIF Section can determine the nature of that contact within the context of the language of CIF Bylaw 510
- SCHOOL PERSONNEL WHO ARE UNABLE TO CERTIFY TO STATEMENTS ON THE APPLICATIONS MUST PROVIDE A WRITTEN STATEMENT AS TO WHY THEY CAN NOT CERTIFY THE APPLICATION. (i.e. undue influence, pre-enrollment contact).

APPLICABLE STATE CIF BY-LAWS

202. ACCURATE INFORMATION

- A. The CIF requires that all information provided in regard to any aspect of the eligibility of a student must be true, correct, accurate and complete
- B. Student Eligibility – Penalty for Provision of False or Fraudulent Information
- (1) If it is discovered that any parent(s)/guardian(s)/caregiver or student has provided false information in regards to any aspect of eligibility status on behalf of a student, that student is subject to immediate ineligibility for CIF competition at any level in any sport for a period of up to 24 calendar months from the date the determination was made that false information was provided. (Revised October 2001 Federated Council)
 - (2) If it is discovered that persons associated with the student or the school (coach, teachers, parent(s)/guardian(s)/caregiver, friends, etc.) provided false information in order to fraudulently gain favorable eligibility status for a student, that student is subject to immediate ineligibility for competition at any Section member school at any level in any sport for a period of up to 24 calendar months from the determination that false information was provided whether the student was aware of the fraudulent information or not.
(Revised October 2001 Federated Council)
 - (3) Any contests in which a student or students participated based on false information or fraudulent practices regarding eligibility status shall be forfeited according to the guidelines set in accord to the rules of the Section.
 - (4) **Teams**
 - a. If it is determined that someone associated with a school (including, but not limited to, a coach) knowingly participates in either providing false information or using fraud or knowingly allows others to do so, in order for a team to meet qualification standards in any event, that team will be subject to immediate ineligibility for further competition in that sport that season
 - b. Any contest in which that team has participated based on false information or fraud shall be forfeited according to the guidelines of the Section or the State CIF.
 - (5) **School Personnel Involvement**
If any school personnel (including but not limited to a coach) knowingly participates in either providing false information or allowing others to provide false information in order to gain favorable eligibility status for a student, or team information to meet qualification standards for participation in any contest including playoffs or championships, sanctions may be imposed on the school including but not limited to: probationary status, prohibitions against playoff participation, forfeitures, revoking of CIF or Section membership, etc.

APPLICABLE STATE CIF BY-LAWS-continued

CIF BYLAW 206B—CONTINUING RESIDENTIAL ELIGIBILITY

2 a Valid Residence

A valid residence is defined as the location where the student’s parent(s), guardian(s), or caregiver(s) (with whom eligibility has been established) live with that student and thereby have the use and enjoyment of that location. A student (with the student’s parent(s), guardian(s), or caregiver(s) with whom eligibility has been established) may only have one valid residence at one time.

b Valid Change of Residence

Determination of what constitutes a valid change of residence depends upon the facts in each case, however, to be considered, the following facts must exist:

- (i) The original residence must be abandoned as a residence by the immediate family; AND
- (ii) The student’s entire immediate family must make the change and take with them the household goods and furniture appropriate to the circumstances. For eligibility purposes, a family unit may not maintain two or more residences; AND
- (iii) The change of residence must be genuine, without fraud or deceit, and with permanent intent; AND

NOTE: A student who family makes a valid move into a new school boundary (see iv. below) is immediately residentially eligible for varsity competition. A subsequent move into a different school boundary by the family (or other family members) during the next 12 calendar months will result in the student being declared ineligible until cleared for competition by the Section Commissioner.

- (iv) Evidence must be submitted that a valid change of residence has occurred. (See below for examples.)

Evidence must be submitted that a valid change of residence has occurred. No single document listed below or combination thereof establishes residency. The Section Commissioner and/or school has the discretion to request additional documents that he/she deems necessary to confirm residency. Evidence may include:

- Telephone and utility service operative at the student’s new residence and terminated at the former residence;
 - Proof of paying for utilities at the new residence including phone, gas, electricity, water, cable television, and garbage collection;
 - Proof of submitting a change of address to the U.S. Postal Service to receive mail at the new residence;
 - Proof of transfer of the parent’s and age-appropriate student’s motor vehicle registration
 - Proof of changed address on the parent’s and age-appropriate student driver’s license
 - Real estate documents indicating and verifying a change of residence (sale and purchase, for instance);
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| • Utility service receipts; | • Voter registration listing the new address; | • Proof of entering a long-term lease; |
| • Property tax receipts | • Rent payment receipts | • Court documents indicating a change of residence; |
- Declaration of residency executed by the student’s parent or legal guardian
 - Other documentation that a Section or school district may require that establishes that a person is living at the new address.