



INSTRUCTIONS FOR COMPLETING THE 207/209/510 TRANSFER 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 for any reason, (except if the entire family has moved—if the entire family has made a valid change of residence causing the student to change schools, please complete CIF/CCS Form 206) **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 should complete their portion next; 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.
- 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. Please see #11 on application-Certification of Application requiring Parent/Guardian and Student's signature.
 - **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 THE CAN NOT CERTIFY THE APPLICATION. (i.e. undue influence, pre-enrollment contact) Please see Page 2 510 Pre-Enrollment Contact Affidavit.

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.....

- 1ST TRANSFER PRIOR TO THE BEGINNING OF THE
3RD CONSECUTIVE SEMESTER SINCE ENROLLING IN
THE 9TH GRADE: Review CIF Bylaws
207.A.3. & C. & 510

- APPLICATIONS FOR NON-DISCIPLINARY
TRANSFERS WITH NO PARTICIPATION IN ANY
SPORTS AT ANY LEVEL IN THE PREVIOUS 12
MONTHS:..... Review CIF Bylaws
207.B.1. & C & 510

- APPLICATION FOR LIMITED ELIGIBILITY ONLY: Review CIF Bylaws
207.B.1. & CIF 510

- APPLICATION FOR HARDSHIP VARSITY EXCEPTION: Review CIF Bylaws
207.B.1 & 2 & 208 & 510

- APPLICATION FOR TRANSFER IN A CIF -APPROVED
FOREIGN EXCHANGE PROGRAM: Review CIF Bylaws
209.A. & 510

- APPLICATION FOR TRANSFER FROM A FOREIGN
COUNTRY NOT IN A CIF-APPROVED FOREIGN
EXCHANGE PROGRAM: Review CIF Bylaws
209.B. & 510