



STEP 1. This form is to be utilized for all students transferring from one high school to another with a valid change of residence and foster students who are attempting to gain athletic eligibility.

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 opposite side for examples.)

STEP 2: SCHOOLS SHALL CONFIRM ANY TYPE OF PRE-ENROLLMENT CONTACT-Read below

Pre-Enrollment Communication or Contact

Bylaw 207B(3)c and Bylaw 510C

A transfer of a student from his or her current school of attendance with or without a corresponding change of residence to any high school wherein the student participates or participated, during the previous 24 months, on a non-school athletic team, (i.e. AAU, American Legion, club team, etc.) that is associated with the new school in the sports previously participated in shall be considered prima facie* evidence (“sufficient evidence”) of undue influence/recruiting by the school to which the student transfers. Such transfer may be considered prima facie evidence that the student enrolled in that school in whole or in part for athletic reasons. A team associated with the school is one that is organized by and/or coached by any member of the coaching staff at, or any other person associated** with that school and/or on which the majority of the members of the team (participants in practice and/or competition) are students who attend that school. When a prima facie case (“sufficient evidence”) of undue influence/recruiting exists, the student shall be ineligible to represent the new school in interscholastic athletic competition for a period of one calendar year from the date of the student’s enrollment in the new school unless sufficient proof is presented to the satisfaction of the Section Commissioner that rebuts or disproves the evidence of undue influence/recruiting for athletic reasons.

NOTE: This shall apply to the sport(s) coaches by the new coach in the previous 24 months.

**Defined as: Persons “associated” with a school include, but are not limited to, parents of current or former student/athletes, booster club members, alumni, spouses or relatives of coaches, teachers and other employees, former coaches, active applicants for coaching positions, and persons who are employed by companies or organizations that have donated athletic supplies, equipment or apparel to that school.

Bylaw 207B(3)d and Bylaw 510D

A student at any grade level who transfers to a new school within one calendar year of the relocation of his/her high school coach to that school with or without a corresponding change in residence shall be considered prima facie evidence (“sufficient evidence”) of undue influence/recruiting by the school to which the student transfers or may be considered prima facie evidence that the student enrolled in that school in whole or in part for athletic reasons. The student shall not be eligible to participate in interscholastic competition for one calendar year from the date of enrollment in the new school in all sports in which the student participated at the former school. When a prima facie case of undue influence/recruiting exists, the student shall be ineligible to represent the new school in interscholastic athletic competition for a period of one calendar year from the date of the student’s enrollment in the new school in all sports in which the student participated at the former school unless sufficient proof is presented to the satisfaction of the Section Commissioner that rebuts or disproves the evidence of undue influence/recruiting for athletic reasons.

Bylaw 207B(3)e

Any pre-enrollment communication as described above must be disclosed in full, and in writing, to the appropriate Section. The Section Commissioner shall determine if the pre-enrollment communication is a violation of CIF Bylaw 510.

STEP 3-COMplete STUDENT INFORMATION:

STUDENT _____ Please circle: **GRADE LEVEL**
 Last First Middle M F 9 10 11 12

PREVIOUS ADDRESS _____
 Street City Zip

CURRENT ADDRESS _____
 Street City Zip

TRANSFER FROM: _____ H.S. TRANSFER TO: _____ H.S.

STEP 4: SCHOOLS SUBMITTING THIS FORM MUST VERIFY THAT THIS STUDENT HAS MADE A VALID CHANGE OF RESIDENCE IN ACCORDANCE WITH CIF BYLAWS:

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);		
• 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.		

STEP 5 READ AND SIGN

NOTE BEFORE SIGNING! Bylaw 202(B)(1):

If it is discovered that any parent, guardian, 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.

By signing this affidavit below, I certify that no person who is connected with the athletic department of the new school, or is part of the booster club of the new school or who was acting on their behalf, has had communication, directly or indirectly, through intermediaries or otherwise with this transfer student, student's parents, legal guardian or caregiver, or anyone acting on behalf of this student, prior to the completion of the enrollment process at the new school. I also certify that the student has not participated during the previous 24 months on any non-school athletic team* (i.e., AAU, American Legion, club team, etc.) that is associated with or coached by anyone associated with the new school. (*See Bylaw 510 for definition of a non-school athletic team.) *If you are unable to certify that the above statements are true, do not sign below. Please attach a complete written disclosure of the specifics to this form.*

PARENT/GUARDIAN SIGNATURE: _____ **DATE:** _____

My signature below certifies that to the best of my knowledge no person who is connected with our athletic department or is part of our booster club, or who is acting on our behalf, has had communication, directly or indirectly, through intermediaries or otherwise with this transfer student, student's parents, legal guardian or caregiver, or anyone acting on behalf of the student, prior to the completion of the enrollment process. Furthermore, I am not aware of this student participating during the previous 24 months on any non-school athletic team that is associated with our school. *If you are unable to certify that the above statements are true, do not sign below. Please attach a complete written disclosure of the specifics to this form.*

ADMINISTRATOR SIGNATURE: _____ **TITLE:** _____ **DATE:** _____

AND

My signature below certifies that to the best of my knowledge this student moved from another school's attendance area into our school's attendance area with all of the individuals with which the student was living while attending the previous school and that we have done our best to verify those facts in accordance with the CIF Bylaws. *If you are unable to certify that the above statement is true, you should not submit this form.*

ADMINISTRATOR SIGNATURE: _____ **TITLE:** _____ **DATE:** _____

STEP 6 SUBMIT THIS FORM TO THE SECTION OFFICE VIA MAIL OR FAX UPON COMPLETION.

- RETAIN A COPY FOR YOUR RECORDS.
- STUDENTS ARE NOT ELIGIBLE UNTIL THEY HAVE BEEN CLEARED BY THE SECTION OFFICE AND THE NEW SCHOOL HAS BEEN NOTIFIED.