



CIF/CENTRAL COAST SECTION
6830 Via Del Oro, Suite 103,
San Jose CA 95119
408-224-2994 / 408-224-0476 (FAX)
www.cifccs.org
August 29, 2007

!!!!ATTENTION ATHLETIC DIRECTORS!!!!

Please make sure that in the processing of Transfer Applications, you (and parents of transfer students) are aware of the following:

1. Originals must be sent in the mail to the CCS Office. Fax copies will not be accepted. However, if we return the application to you for correction or additional information, that additional information or corrections may be faxed back to our office.
2. When acquiring original signatures from the former or new schools, parents should NOT be directed to go to the new or former school and expect to find the coaches and AD from that school and have them sign on the spot. Many coaches are off-campus, most of our AD's teach during the day and this is very disruptive and inappropriate.
3. If taking an application to a school for signature, please make sure the person doing so does the following:
 - ❖ Bring the **complete applications**—both pages of both the 510 and 207. Do not just bring in a partial application form. (this does not mean that the details of the hardship, if it is a hardship application, has to be included—this is just referencing the two application forms themselves.
 - ❖ The order in which these applications should be completed is as follows:
 1. Parents and student fill in all the information and sign off in their required spots on both forms.
 2. Old school should be presented with those forms completed by the parents and students. They should be mailed to the former school by the new school Athletic Director. If, for some reason, the parents are obtaining the signatures from the former school, the completed forms should be dropped at the main office in an envelope. **Parents should NOT expect to drop in and get any signatures and walk out with the completed form that same day!!!!!!**
 3. The former school AD should be responsible to obtain all the appropriate signatures from their school and mail the completed form back to the new school AD.
 4. Finally the new school AD should coordinate the signatures of all their school personnel, review the application to make sure it is complete and submit the completed applications AND any supporting documentation (hardship description, etc.) if required and mail the packet to the CCS office. If the parents insist on delivering it to the CCS office, they may do so, but should expect to drop it off with the receptionist and leave. They should NOT expect that anyone in the office is going to drop what they are doing and review the form for them right on the spot. It will be reviewed in the order in which it is received by the CCS Office.
- ❖ Arriving at any school or the CCS office unannounced in person and expecting to meet with personnel to review or discuss or complete eligibility forms is a completely unrealistic and inappropriate expectation.
- ❖ Please make sure your parents are well-informed, so the process is not disruptive (and irritating) to those of us charged with the difficult task of insuring compliance with the rules, and so that parents understand what their expectations should be.
 - ❖ Thank you for your cooperation and patience.