

## Eligibility Verification of Transfer Student

“A student who transfers from any school into a member school will be subject to the transfer rules for one year, **unless the transfer is made necessary by a total change in residence by parent(s).**” [The calendar year (365 days) will be determined from a student’s first day of attendance at the new school.]

### 9<sup>th</sup> Grade Students

A student who has been in attendance in a school district for at least one complete school year prior to reaching Grade 9 and has not broken enrollment during that time is eligible in that school district upon entering Grade 9. RE II, 1-A-6

**Transfer at the Beginning of the school year**  
(first day of fall practice or first day of school)

Students entering 9<sup>th</sup> and/or 10<sup>th</sup> grade at the beginning of the school year and who are within the first four consecutive semesters of high school will be afforded unrestricted eligibility provided all other rules governing student eligibility are met. RE II, 3-A-2

**During the school year**  
(after the first day of fall practice or first day of school)

9<sup>th</sup> grade students who transfer after the beginning of the school year and with written consent from both schools directly involved shall be restricted to non-varsity opportunities for the remainder of the school year. Restrictions are removed upon entering 10<sup>th</sup> grade. RE II, 3-A-4 Full eligibility is restored upon entering 10<sup>th</sup> grade provided all other rules governing student eligibility are met.

### 10<sup>th</sup> Grade Students

A full-time student, whether an adult or not, is eligible for varsity interscholastic competition at the school within whose attendance boundaries his/her parents reside within the given school district provided all other rules governing student eligibility are met. ***10<sup>th</sup> grade students transferring at the beginning of the year and who live in the school district their parents primary residence is located will be afforded unrestricted eligibility provided all other rules governing student eligibility are met.***

**Transfer at the Beginning of the school year** (first day of fall practice or first day of school)

Students entering 9<sup>th</sup> and/or 10<sup>th</sup> grade at the beginning of the school year and who are within the first four consecutive semesters of high school will be afforded unrestricted eligibility provided all other rules governing student eligibility are met. RE II, 3-A-2

**During the school year** (after the first day of fall practice or first day of school)

10<sup>th</sup> grade students who transfer after the beginning of the school year and with written consent from both schools directly involved shall be restricted to non-varsity opportunities for one calendar year (365 days beginning with first day of attendance at the new school). RE II, 3-A-5

### 11<sup>th</sup> and 12<sup>th</sup> Grade Students

Students entering 11<sup>th</sup> and 12<sup>th</sup> grade are restricted to nonvarsity for one calendar year, unless the transfer is made necessary by a total change in residence by parent(s). RE II, 3-A-3

10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grade student who transfer after the beginning of the school year and with written consent from both schools directly involved shall be restricted to nonvarsity opportunities for one calendar year (365 days beginning with first day of attendance at the new school). RE II, 3-A-5

**NOTE:** If a student transfers from a co-op school program to another in that co-op, the student is eligible for the co-op sport and the above rules apply for the non-co-op sports at the school.

### Additional Parts of the Transfer Rule

With transfers occurring after the outset of a semester, the student cannot establish eligibility at the new school until the fifth calendar day after such transfer.

Ineligible for competition – defined as ineligible at all levels (9<sup>th</sup> grade, C team, junior varsity, varsity reserve, varsity).

Unrestricted eligibility may be afforded at a new school at the time of a complete family move. Any student who delays enrollment after a family move is subject to the transfer rule.

## Waivers

The residence and transfer requirement may be waived according to the following provisions:

1. After a student has not participated and/or has been restricted to nonvarsity competition for one calendar year because parents do not live within that school's attendance boundaries, he/she becomes automatically eligible under this Section regardless of parents residence and for as long as enrollment is continuous (uninterrupted) in that school.
2. The residence and transfer requirement may be waived, if requested in advance, by a member school on behalf of one of its students and upon presentation of documentation detailing extenuating circumstances. Such documentation must include communications from (a) parents, (b) person(s) with whom student is living within requesting school's attendance boundaries and (c) school officials within whose attendance boundaries parents reside. Depending upon the nature of extenuating circumstances, eligibility may be limited to nonvarsity competition except in situations involving transfer after a student's fourth consecutive semester following entry into grade 9.
3. In cases associated with Section 1, A, (2) and (4), Section 2, A, (1) and Section 3, A, (1) of this Article, first-time 9th grade students will be permitted one transfer upon appropriate petition to the Board of Control if the student has attended no more than three days of practice and/or has attended no more than three days of school.

**Extenuating circumstance** is defined as an unforeseeable, unavoidable and uncorrectable act, condition or event which results in severe burden and/or involuntary change, that mitigates the rule.

In considering a waiver request based on extenuating circumstances, the element of events outside a student or family's control vs. choices/decisions/actions which contain knowable/predictable outcomes or consequences, is always an integral part of the review. Denial is made when it appears this student's situation has come about largely as a result of choices, decisions and/or actions made by the student or his/her family and/or when there is no evidence or documentation to support a given request.

Required documentation to be sent as one complete package:

- EVTS (Eligibility Verification of Transfer Student) form - exchanged between schools and WIAA - may serve as documentation from "sending" school.
- "Sending" family – explaining circumstances leading to transfer
- "Receiving" family – documenting acceptance, school enrollment, residence, and meeting graduation requirement
- Receiving/requesting school – student transcripts
- Supplemental documentation that can be helpful when requesting a transfer/residence waiver includes: medical, law enforcement/courts, foster care, HHS, military, e.g.

Requests should be sent to the WIAA by the athletic director of the receiving school. **All of the material should be collected by the receiving school and sent to Mel Dow, Associate Director, at the WIAA along with the waiver form.**

### Financial Hardship

Supplemental documentation that can be helpful supporting a claim of financial hardship:

- a written chronology detailing what's taken place and why the family feels they are facing financial hardship
- copies of bills/invoices for health-related issues and/or home events that have left them financially strapped
- insurance correspondence documenting financial hardship
- copies of tax returns
- letters from employers, newspaper clippings citing changes to employment, etc.
- letters from the nonpublic school they are leaving supporting the claim

Letters from the nonpublic school they are leaving are always beneficial; corroborating that they have exhausted all avenues to stay in the school are significant. Bottom line is the family wants to tell their story with good detail and explanation of events outside their control which have resulted in creating the 'extenuating circumstance' - they may choose to corroborate their story with any supportive documentation that they feel might be helpful for a stranger to know. Waivers for financial hardship must show all avenues have been exhausted. Demonstration of a significant change in finances has directly affected enrollment. The expectations that tuition rises and is paid at nonpublic schools is a given. We have received W2 forms, bankruptcy filings, unemployment records, foreclosure notices, etc. **All of the material should be collected by the receiving school and sent to Mel Dow, Associate Director, at the WIAA along with the waiver form.**

### Move, but not complete - Sunset Clause

Our waiver rules do allow requests for eligibility for students who do move when it is made necessary. If a family has the intention of moving but is in between the sale of one home and the purchase of another home, the WIAA does have a method of relief available through extenuating circumstances referred to as the "Sunset" clause. Eligibility can be granted for a period of time until the family makes the complete and total move to the school.

The "Sunset" provision does allow a student to participate in regular season athletics, but an update on the status of the family's home sale/relocation prior to the tournament series is required before a waiver could be extended through the tournament series.

In order to request that type of a waiver, the school and family will need to formally make the request and include a complete explanation of the family situation. Documentation from the sending school acknowledging acceptance of the request is necessary. The accepting school will need to complete and submit an Eligibility Verification of Transfer Student (EVTS) form. **All of the material should be collected by the receiving school and sent to Mel Dow, Associate Director, at the WIAA along with the waiver form.**