

TRANSFER NOTIFICATION FORM GUIDELINES

- A Transfer Notification Form MUST be completed and submitted to the Section III Transfer Chairman (Jbanek@nhart.org) for any student having a change in registration and wishes to participate in sports. There needs to be a change in residency before you have a change in registration.
- Upon receipt of the Transfer Chairman, the student is eligible to practice, but cannot participate in a scrimmage or contest until approved by the Transfer Committee.
- Incomplete forms will be returned.
- Make sure all available information/documentation is submitted prior to the Transfer Committee's review. NO appeal will be entertained involving additional information that WAS AVAILABLE but not included at the time of the original submission.
 - Example: For a Health & Safety Waiver alleging bullying and was reported to the police, the police report should be included with the submission. If it was available and just not submitted and there is no other information/documentation to support the waiver, the transfer will be denied and NO APPEAL will be entertained.
- **Waiver Requests:**
 - **Financial:** This is for a student that due to a significant increase in expenses or a significant loss of income the family can no longer, due to the financial hardship, afford to send the student to a particular school.
 - The family must supply to the Athletic Director written description outlining the circumstances that led to the financial hardship.
 - Appropriate documentation must be supplied to the Athletic Director to support the financial hardship. This may include the following:
 - Evidence of loss of income or change in financial obligation that are not self-imposed.
 - Family W2 forms – pay stubs
 - Notarized statement from parent(s)
 - Statement from employer or professional with knowledge of circumstances
 - Most recent tax returns – two (2) years
 - Tuition invoice(s)
 - **Health & Safety:** These could be for safety, mental health, personal relationships and other similar circumstances.
 - Written documentation from the Superintendent or High School Principal of the previous or current school indicating the specific circumstances which necessitated the transfer.
 - Any supporting documentation from a third party outside of the school may be submitted. (example: police report, DASA reports, diagnosis from health care professional treating student, etc.)
 - **School District of Residence:** In this case there is no change in residence of the student. It involves only a change in registration. Example: A student lives in DeWitt but attends CBA. The student now is transferring to Jamesville-DeWitt HS. That would be approved (school of residence). If the student transferred to Fayetteville Manlius, living in DeWitt, that would be denied.
 - It is important that the previous address and the present address are the same.

➤ **Exemptions:**

- **Divorced/Legally Separated Parents:** A student from divorced or “legally” separated parents who moves into a new school district with one of the aforementioned parents. Such a transfer is allowed once every six (6) months. The legal separation agreement or divorce document **MUST** address custody, child support, spouses support and distribution of assets **AND** be filed with the County Clerk or issued by a Judge.
 - The following are examples:
 - A student who lives with one parent in the previous school district and now goes to live with the other parent in the receiving school district. (This is **NOT** a simple Residency Change. It is a Divorced/Legally Separated Parents case.)
 - A student who lives with both parents in the previous school district and now moves with only one of the parents into the receiving school district.
 - A student who lives with one parent in the previous school district and now moves with that same parent into the receiving school district. This is a Residency Change, **NOT** a Divorced/Legally Separated Parents case.
 - **Proof is Required –**
 - The parent(s) must provide to the Athletic Director a copy of the legal document that has been filed with the County Clerk or issued by a Judge.
 - Both the Athletic Director and the parent(s) must sign the Notification Form in this section. By signing it the parent(s) are attesting to the fact that the proper documentation has been provided and the Athletic Director attests to the fact that he/she has received/verified the required documentation.
- **Homeless:** This is for a student that has been declared homeless by the Superintendent under McKinney-Vento Legislation (NYSED 100.2).

- The STAC form must be completed and on file at the receiving school.

➤ **No Corresponding Change of Address:** This is for students that do not have a corresponding change of address (immediate/entire family), nor does the transfer fall under a waiver or exemption list above.

- By checking this category the Athletic Director and parents understand that the student is ineligible per the NYSPHSAA Transfer Rule and is subject to the limitation contained in the NYSPHSAA Handbook #31(b) passed in July 2019.
 - ***A student who transfers without a corresponding change of residence of his/her parents (or other person(s) with whom the student has resided for at least six months prior) is ineligible to participate at the varsity level in any interscholastic athletic contest in a particular sport for a period of one (1) year if as a 9-12 student participated in that sport during the one (1) year period immediately preceding his/her transfer. NOTE: Students in grades 7-10, shall be eligible to participate at the sub-varsity level and practice at all levels, while students in grades 11-12 shall be limited to practice (all levels) only. (July 2019)***

➤ **Residency Change:** The immediate/entire family has abandoned the previous address and has physically moved and is residing at the current address. The mere renting of property within the District does not confer residency. The Superintendent determines residency and must provide evidence upon request.

➤ **Parent Signature –** The parent(s) are attesting to the information and documentation they have provided to the school district as being true and accurate. In the case of a Residency Change, they are

also attesting that they have abandoned the previous address and entire family has moved to the present address.

Helpful tips:

- These questions on this form are very important and for the most part are self-explanatory. The Athletic Director should complete each of these questions with the assistance of the parents and Receiving School's admissions office.
- The Athletic Director of the Receiving School should contact the Previous School and answer each of these questions. If unable to obtain the answers after attempting to contact the Previous School on three (3) different occasions, complete the history verification section. The Receiving School Athletic Director must sign and date that section of the form. This signature confirms that he/she has reviewed and verified all the information on this document and that it is accurate and true to the best of his/her knowledge.
- The Athletic Director should explain to the Superintendent and High School Principal that by signing this document they are responsible for verification of statement and other eligibility requirements. It is more than a simple signature that a student has transferred to this District.
- For athletic eligibility, a student must enroll in the public-school district or in a nonpublic school within that district's boundaries of his/her parent's residency. **Note:** Multiple High School Districts – The policies/boundaries of the school district will be followed. If the district has an open enrollment policy; the interpretation to be used will be the same as used for students of K-8 school districts. When a student enrolls in 9th grade, that is the district (building) of their residence.

Any subsequent transfer would be subject to the Transfer Rule.

- The student reaches the age of majority and establishes residency in a district and can substantiate that they are independent and self supporting.
- If a private or parochial school ceases to operate a student may transfer to another private or parochial school of his/her choice. Otherwise, a student must enroll in the public school district of his/her parents' residency.
- A student who is a ward of the court or state and is placed in a district by court order. **Guardianship does not fulfill this requirement.**
- A student of a military employee who is transferred to an active military base may enroll in the non-public school immediately following the change in residence.
- NOTE: It is provided, however, that each school shall have the opportunity to petition the section involved to approve transfer without penalty based on an undue hardship for the student. Educational Waivers will not be considered as an undue hardship effective for the 2015-2016 school years.