

Transfer Eligibility Form Guidelines

All students who are enrolling in your school for the first time (this includes transfers and/or out of district students) must complete a transfer eligibility form.

NOTE: Ninth grade students enrolling from a zoned feeder school are not required to submit a form.

Step 1: A student submits an athletic packet.

Step 2: The athletic director begins checking the packet and notices the student:

- did not attend their school the previous year **or**
- is a ninth grader and **did not** attend a zoned feeder middle school

Step 3: The athletic director contacts the student and requests he/she completes a transfer eligibility form.

Step 4: The student completes the signed form and returns it to the athletic office.

Step 5: The athletic director reviews the completed form and faxes (both pages) of the form to the former/previous school.

NOTE: **If the student is an incoming ninth grader, the form should be faxed to his/her zoned high school.**

Step 6: The athletic director at the former/previous school reviews and completes the form and faxes (both pages) back to the students' new school.

Step 7: The athletic director submits the form to the Director of Student Services for final approval.