

### TRANSFER NOTIFICATION FORM GUIDELINES

- A Transfer Notification Form **MUST** be completed and submitted to the Section 2 office for any student having a change in registration and wishes to participate in sports.
- Upon receipt in the Section office, the student is eligible to practice, but cannot participate in a contest until approved by the Section.
- 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 (#1):** 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)
    - The above required documents can either be submitted to the Section 2 office with the Transfer Notification or directly by the previous school to the Section 2 office. However, no action will be taken by the Transfer Committee without these required documents.
      - This is different from a Divorced/Legally Separated Parents case where the receiving school's Athletic Director just needs to see the required legal document to confirm that it has been filed with the County Clerk or issued by a Judge
  - **Health & Safety (#2):** These could be for safety, mental health, personal relationships and other similar circumstances.
    - The previous school must supply to the Athletic Director written documentation from the Superintendent or High School Principal of the previous 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.)

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- **School District of Residence (#3):** In this case there is no change in residence of the student. It involves only a change in registration. (example: A student lives in Guilderland but attends CBA. The student now is transferring to Guilderland HS. That would be approved. If the student transferred to Watervliet, but is residing in Guilderland, that would be denied.)
  - It is important that the previous address and the present address are the same. (#15 & #16)

➤ **Exemptions:**

- **Divorced/Legally Separated Parents (#4):** 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 (#5):** 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 (#6):** 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 (#7):** 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.
- **#8 – 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.
- **#9 to #19b:** These questions 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.
  - **#9: Receiving School:** *This is the school that the student is transferring to and submitting the form.*
  - **#10: Student's Name:** *Enter transferring student's first and last name.*
  - **#11: Date of Birth:** *Enter the transferring student's date of birth.*
  - **#12: Date of Registration/Transfer:** *This is the date that the student actually transferred to the new school.*
  - **#13: Grade Level:** *Enter the grade level that the student will be at the new school.*
  - **#14(a): Date Entered 9<sup>th</sup> Grade:** *If the student repeated 9<sup>th</sup> grade, enter the year the student entered 9<sup>th</sup> grade for the FIRST time.*
  - **#14(b): Did Student Repeat Any Grade(s):** *Just circle yes or no.*
  - **#15: Student/Entire Family Previous Address:** *This is the address that the student and his/her entire family lived at prior to moving to their new address.*
  - **#16: Student/Entire Family Present Address:** *This is the address that the student and his/her entire family live at now while attending the new school.*
  - **Parent(s) Names and Current Addresses:** *(It is important that there is an entry on the line for both parents. Something needs to be entered even if it is the name of the parent and address unknown or a similar entry.)*
    - **#17(a)(b):** *Enter both the name and address of the student's parent #1 (father, mother, etc.)*
    - **#18(a)(b):** *Enter both the name and address of the student's parent #2 (father, mother, etc.)*
  - **#19(a): Name of Previous School:** *This is the name of the school that the student is transferring from. (The last school attended prior to transferring to the new school.)*