



NORTH COAST SECTION

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Transfer Guidelines at a Glance

When a student transfers schools (changes from School “A” to School “B”) regardless of the reason for the change, the new school (School “B”) must take steps to ensure the athletic eligibility of the student. These steps will include:

➤ **STEP 1 (Meet with the Family/Student)**

The student/parent MUST *meet* with new school principal or administrative designee to determine the reasons behind the transfer, why did the student transfer, was the move a valid change of residence, what if any pre-enrollment contact has been made with the student/family and filling out of the CIF-NCS required paperwork.

Dialogue to have with the Student/Family:

“My goal is to get you as much athletic eligibility as possible. In order to do that I have to ask you some questions regarding the family move and transfer to our school”

“How and/or why did you choose our school?”

➤ **STEP 2 (Determine if the move is a CIF defined Valid Change of Residence)**

The new school site principal/designee shall review if the student made a valid change of residence by following the process of its respective CIF Section for a “Valid Change of Residence.” The process will include submission of required paperwork to the new school from the family.

Dialogue to have with the Student/Family:

“Where did you live when you went to School A?”

“Who did you live with?”

“Where do you live now?”

“Who do you currently live with?”

- ❑ A valid residence is defined as the location where the student’s guardian(s) (with whom eligibility has been established) live with that student and thereby have the use and enjoyment of that location as a residence. A valid change of residence for eligibility purposes requires **the former residence to have been vacated by the entire family for use as its residence.**
- ❑ In determining that a valid change of residence occurred, the following facts must exist:
 - a. The CIF Valid Change of residence form must be completed and signed by the family and school.
 - i. All forms of documentation used to determine a valid change of residence must be collected by the school and uploaded to the case in CIF Home.
 - b. The original residence must be abandoned as a residence by the immediate family. The new school is responsible for validating this fact; AND
 - c. The student’s entire immediate family must make the change of primary residence and take with them the household goods and furniture appropriate to the circumstances. For eligibility purposes, a family unit may not maintain more than one primary residence; AND
 - d. The change of primary residence must be genuine, without fraud or deceit and with permanent intent.

➤ **STEP 3 (Academic Requirements)**

The new school must also verify the student has met the academic requirements of the former school and CIF.

➤ **STEP 4 (Pre-Enrollment Contact)**

The new school site principal/designee sits with the student/family and goes through the Parent/Student Certification form and has the family fill it out completely and legibly in blue or black ink.

- While meeting with the family/student, the new school (School “B”) must ask about any pre-enrollment contact with persons associated with the school. This could include but no limited to:
 - Students
 - Coaches
 - Boosters/Community Members
 - Club teams that are associated with school employees or athletes.

➤ **STEP 5 (Undue influence)**

The new school (School “B”) and the prior school (School “A”) must verify there was no “Undue Influence.” Students/Parents who sign line #8 must supply in writing verification of what type of pre-enrollment contact there was and with whom.

➤ **STEP 6 (Processing on CIF Home)**

Once new school site principal/designee has determined that the information is correct, the form is filled out legibly, and is ready, the new school processes the information on their CIF home account and files it with school A. If school A is not a CIF member school see Step 7.

➤ **STEP 7 (CIF Home 2.0 Process if the former school(s) is not a CIF member school)**

In this step, the new school site principal/designee enters the former school Administrators email address and upon completion of the application, CIF Home 2.0 sends an email to that former school Administrator asking to complete the eligibility questions for the student. Schools are still encouraged to copy/paste the url link that CIF Home develops and put it in an e-mail to the former school. The new school site principal/designee should walk the former schools administration through the process of filling out the paperwork in the e-mail that is sent to them.

Finally:

- If it is determined by the schools and the section that the Student/Family made a CIF defined Valid Change of Residence, the student could receive full unlimited eligibility as long as all other CIF bylaws are met. REMEMBER, that all of the documentation that was used to verify a CIF defined Valid Change of Residence MUST be uploaded to the case in CIF Home. Without this information, the case is not completed and the 20 days to render a ruling by NCS Staff has not begun.
- If this is the **student’s first transfer**, refer to Bylaw 207.B.(5)b for his/her eligibility options as they may be granted unlimited athletic eligibility with a “**Sit Out Period**” in sports they have previously participated in the previous school year. (If a request for a “**Sit Out Period**” is denied based upon not meeting the criteria of Bylaw 207.B.(5)b, there is NO appeal of this finding)
- If this is the **student’s second (or more) transfer**, AND the student participated in athletics at the former school, **the student will be limited to sub-varsity (limited) eligibility** in those sports as described in CIF Bylaw 207.B.(5)a.
- PRIOR to participation, the NCS administrators must render a ruling based upon the bylaws. No student is eligible until their case has been ruled on. Until that time they cannot compete in a scrimmage or game, foundation and alumni games included.

- There are limited circumstances where a hardship exception may be granted. However, these hardships are specific and must be documented with court, school or police documents. Please refer to Bylaw 207.B.(5)c.