



Students who transfer schools are ineligible for interscholastic competition until all transfer requirements have been met and approved by the ASAA Compliance Officer. It is the responsibility of the student to have this form completed in full.

All signatories are responsible for reviewing ASAA Policy Section III Eligibility, E. Transfer Policy Establishing Eligibility 2011/2012 ASAA Policy Handbook pp. 40-43 **before completing this form.**

**PART A – Student Information (please print in blue or black ink)**

Student name: \_\_\_\_\_ Alberta Education #: \_\_\_\_\_

DOB (dd/mmm/yyyy): \_\_\_\_\_ Gender (circle): **M** **F** Grade: \_\_\_\_\_

Month/Year of entry into grade 10: \_\_\_\_\_ School attended in grade 10: \_\_\_\_\_

Transferring from: \_\_\_\_\_ Transferring to: \_\_\_\_\_

Date of acceptance into new school: \_\_\_\_\_ Sport/team to be registered for: \_\_\_\_\_

I acknowledge that this student is academically enrolled at our school. \_\_\_\_\_  
Signature of Receiving School Principal

I acknowledge that this student has intentions of participating in ASAA sanctioned sports at our school.  
\_\_\_\_\_  
Signature of Receiving School Athletic Director

\*Check ALL school sports that you were REGISTERED FOR AND PARTICIPATED IN during the 12 month period prior to the date of transfer.

Badminton		Cross Country		Golf		Track & Field	
Basketball		Curling		Rugby		Volleyball	
Cheerleading		Football		Team Handball		Wrestling	

Residences: List all addresses used during high school career, together with occupancy dates. In each circumstance indicate if the address given was the same for parent(s) or legal guardian(s) (as appointed by a court of competent jurisdiction).

PRESENT ADDRESS	DATE IN		LIVING WITH (name and relationship) Please specify.
Street _____ Apt. # _____ City/Town _____ Postal Code _____ Home Phone# _____	_____		
PREVIOUS ADDRESSES	DATE IN	DATE OUT	LIVING WITH (name and relationship) Please specify.
1. Street _____ Apt. # _____ City/Town _____ Postal Code _____ Home Phone# _____	_____	_____	
2. Street _____ Apt. # _____ City/Town _____ Postal Code _____ Home Phone# _____	_____	_____	

**Student's Rationale for Eligibility: (Please answer all the below questions.)**

	YES	NO
1. Are you transferring schools to improve your athletic opportunities at either high school or post secondary level?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you play community or club sports (in an ASAA Sport) with students at the new school or are you coached by a teacher or community coach who is associated with the new school?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you know students or coaches in the sport(s) you wish to play at the new school?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you receive private training sessions from a teacher or coach in any ASAA sport?	<input type="checkbox"/>	<input type="checkbox"/>
5. Has anyone suggested to you that you need to move schools in order to be "noticed" for representative or post-secondary opportunities?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are you transferring due to social issues? (ie. Bullying, physical threats, harassment, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
7. Is this transfer being driven by a medical issue?	<input type="checkbox"/>	<input type="checkbox"/>

**Student's Written Rationale for Eligibility: (REQUIRED. Please print clearly. Use separate paper if necessary.)**

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**PART B – Transfer Request Based on (Please initial in the correct box)**

Before determining the section of the Transfer Policy under which your request will be made, read the entire policy carefully (as noted at the beginning of this form) so as to ensure that you are requesting a transfer under the appropriate section and that you are able to provide the documentation required. The primary reason for a transfer must be for an educational purpose; the transfer is not being made primarily for an athletic purpose or primarily so that the student can participate in athletics.

Students who transfer schools are ineligible for interscholastic competition unless they establish their eligibility for participation. Students have the onus of establishing eligibility to the satisfaction of the ASAA. In order to establish eligibility for participation in athletics, students who transfer schools must meet one of the following conditions:

**\*Please note: Parent initial required in first column, sending school Athletic Director (AD) initial required in second column**

	<u>INITIAL</u>	
	Parent	AD
(a) <b>parent to parent move:</b> the student moves to reside with the parent with whom they have not been living and is required, as a result of this move, to transfer schools. Except as otherwise provided, the residence of any student shall be deemed to be that of the parent to whom custody has been awarded by a court competent jurisdiction. If no custody order has been entered, the residence shall be deemed to be that of the parent who had actual custody immediately upon the separation. (See note 7)	<input type="checkbox"/>	<input type="checkbox"/>
(b) <b>family move:</b> the student has moved with the parent(s)/legal guardian(s) who have changed residence within the previous 12 months to reside within the catchment area or normal boundaries of the school at which the student has registered. Any change in residence must be bona fide. Determination of what constitutes a bona fide change of residence depends upon the facts of each case. In order for a change of residence to be considered bona fide, at least the following facts must exist: (See note 7)	<input type="checkbox"/>	<input type="checkbox"/>
i. the original residence must be abandoned as a residence; i.e., sold, rented or disposed of as a residence and must not be used as a residence by another member of the family		
ii. the entire family must make the change and take with them the household goods and furniture appropriate to the circumstances		
iii. the change must be made with the intent that it is permanent		
(c) the student is <b>directed by legal authority</b> to move from their current school to a different jurisdiction. Without limiting the generality of the foregoing, for the purpose of the transfer policy, legal authority shall include but shall not be restricted to	<input type="checkbox"/>	<input type="checkbox"/>
i. a court of competent jurisdiction; and		
ii. any department or agency of the provincial or federal government acting within the scope of its authority or pursuant to an order of a court of competent jurisdiction; and		
iii. any school board or school authority acting within the scope of its authority or pursuant to an order of a court of competent jurisdiction		
(d) the student's <b>custody has been established</b> by court order or social service agency and through this decision is eligible for participation at the school to which he or she is assigned	<input type="checkbox"/>	<input type="checkbox"/>

- (e) the student has **transferred to an Alberta school** from outside of province or Canada
- Parent  AD
- (f) **other reasons** – should be stated in Student's Rationale for Eligibility under Part A
- Parent  AD

Notes:

1. Once a student has changed schools he/she is considered a transfer student and even if he/she returns to a school, he/she must comply with the Transfer Policy.
2. Under no circumstances can a student have more than one residence for eligibility purposes. School officials are obligated to know the residence status of each athlete and to require compliance with these requirements.
3. Legal guardianship: without limiting the generality of the foregoing, when considering eligibility the ASAA may take into consideration the existence of a Guardianship Order issued by a court of competent jurisdictions. However, the existence of such a court order shall not be determinative of the issue of eligibility of any student to participate in ASAA governed athletic activities. (Please note that 'living with an aunt', for example, does not mean that she is the student's legal guardian – guardianship can only be transferred through the courts)
4. In the event that a student transfers to a receiving school after the commencement of an ASAA sanctioned sport season and the said student has participated in any ASAA sanctioned sport prior to that transfer, then the said student shall not be eligible to participate in the same ASAA sanctioned sport for the remainder of that season for the same sport, notwithstanding that the total period of ineligibility may exceed one calendar year.
5. Notwithstanding any other policy provision, any student who transfers to any receiving school **after grade 11** shall not be eligible to participate in ASAA sanctioned sport activities on behalf of the receiving school in any sport.
6. Students transferring from other provinces, states or countries who have graduated from high school or equivalent, are ineligible for ASAA competition.
7. When applying under section (b), the student must provide evidence/documentation confirming that he/she and their immediate family are residing in a new permanent residence and that they have completely and permanently moved from the former residence. When applying under section (a) of the policy the student must provide evidence/documentation confirming that they are residing in a new permanent residence. In both cases, such evidence/documentation may include:
  - telephone and utility service operative at the new residence
  - telephone and utility service disconnected at the former residence
  - vehicle registration listing the new residence
  - real estate documents indicating and verifying a change of residence (e.g. sale and purchase)
  - parents/court-appointed guardians' property tax bill listing the new residence
  - insurance slip for home and auto insurance
  - school documentation showing that sibling(s) attend local elementary school and/or the same high school as the transferring student
  - any other documentation that is requested which establishes the student and his/her immediate family is living at the new residence

**Production of evidence/documentation described above does not guarantee eligibility.**

Use this table to ensure all required documents are accompanied with transfer form

APPLYING UNDER	STUDENT'S TIMETABLE	STUDENT'S TRANSCRIPTS	STUDENT'S WRITTEN RATIONALE	COURT ORDER*	LETTERS OF EXPLANATION/SUPPORT	PROOF OF GUARDIANSHIP*	PROOF OF RESIDENCE/MOVE (see note 7)
Section (a)			X		X	X	X
Section (b)			X				X
Section (c)			X	X	X		
Section (d)			X	X	X		
Section (e)	X	X	X				X
Section (f)**	X	X	X	X	X	X	X

\*\*contingent on rationale provided

\*If applicable (court document required). Any other pertinent documents are welcome.

**To the best of my knowledge the above information is accurate. We understand any student submitting falsified information will be deemed ineligible for twenty-four (24) months from the date of transfer. We also understand that the ASAA office will engage a Compliance Officer to review, investigate as necessary, and approve all transfers.**

Student signature: \_\_\_\_\_ Date (dd/mmm/yyyy): \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date (dd/mmm/yyyy): \_\_\_\_\_

**To the best of my knowledge the above information is accurate. I understand any student submitting falsified information will be deemed ineligible for twenty-four (24) months from the date of transfer. I also understand that the ASAA office will engage a Compliance Officer to review, investigate as necessary, and approve all transfers.**

Sending School Principal signature: \_\_\_\_\_ Date (dd/mmm/yyyy): \_\_\_\_\_  
(or designate)

Print name and title: \_\_\_\_\_

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Sending School Athletic Director signature: \_\_\_\_\_ Date (dd/mmm/yyyy): \_\_\_\_\_

Print name: \_\_\_\_\_

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To the best of our knowledge the above information is accurate. We understand any student submitting falsified information will be deemed ineligible for twenty-four (24) months from the date of transfer. We also understand that the ASAA office will engage a Compliance Officer to review, investigate as necessary, and approve all transfers.

Receiving School Athletic Director or Principal signature: \_\_\_\_\_

Print name: \_\_\_\_\_ Date (dd/mmm/yyyy): \_\_\_\_\_

The receiving school is required to fax the completed copy of this form to both:

1. ASAA office at 780-415-1833
2. Zone Secretary

**Notes:**

1. Please cross-check this form with the transfer form located on the ASAA website for updates (the website version supersedes all other versions).
2. In compliance with the Personal Information Protection Act, the school(s) has obtained written permission from the parents/guardians to distribute the above information to the ASAA.

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**OFFICE USE ONLY:**

**TRANSFER APPROVED**

**TRANSFER DENIED**

RATIONALE FOR DENIAL: \_\_\_\_\_

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COMPLIANCE OFFICER SIGNATURE: \_\_\_\_\_ DATE (dd/mmm/yyyy): \_\_\_\_\_

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