



IOWA HIGH SCHOOL ATHLETICS TRANSFER ELIGIBILITY CHECKLIST



Preface: A member or associate member school shall not permit any student, including any transfer student, to compete until such time as the school reasonably reliable proof that the student is eligible to compete for the member or associate member school under the rules of 281---36.15(1).

Purpose: This checklist is recommended for completion and retention by member school administrators for all incoming transfers. May be requested by IHSAA or IGHSAU for eligibility determinations.

SECTION 1: GENERAL INFORMATION

Name of Student: _____ Grade: _____ Gender: _____

Name of High School: _____ City: _____

Name of School Administrator Completing Form: _____ Email: _____

Previous School of Attendance (school transferring from): _____

Previous School Address including Street, City, State and Zip: _____

SECTION 2: FOR PARENT/LEGAL GUARDIAN

Indicate type of transfer (check one)

_____ **General Transfer (move into district)**

A. Where does the student currently reside? Address: _____

B. Documentation provided to verify current address (check all that apply and attach documentation):

1. _____ Purchase agreement for current residence
2. _____ Rental agreement and receipt of deposit for an apartment leased
3. _____ Utility bill indicating new address
4. _____ Driver's license indicating new address
5. _____ Voter registration indicating new address
6. _____ Other proof (please describe)

C. Name of all person(s) who live at address provided above: (attach additional page, if necessary)

Relationship of the person(s) residing at the above address to student:

D. Does the student's **ENTIRE** immediate family reside at this address? Yes ___ No ___

• If no, explain: _____

E. Do the parents of the student live separately? Yes ___ No ___

F. If answer to E is, "Yes," does the student reside with the parent whose residence is in the district the student will attend?

Yes ___ No ___

G. Is the student 18 years of age or emancipated? Yes ___ No ___

H. If the answer to G is, "Yes," what is the reason for the transfer? _____

I. Do you claim there has been a founded case of harassment or bullying, as defined in Iowa Code Section 280.28, while attending school in a **non-public** school? Yes ___ No _____

1. If yes, attach letter from non-public school acknowledging a founded case of harassment or bullying.

_____ **Open Enrollment Transfer**

A. _____ Do you claim there has been a founded case of harassment or bullying, as defined in Iowa Code Section 280.28, while attending school in the district of residence. Yes ___ No _____

1. If yes, attach open enrollment form from school district of residence, acknowledging a founded case of harassment or bullying

B. _____ Have both school districts (Boards of Education and/or Superintendents) waived the 90 school day period of varsity ineligibility for the student

1. If yes, attach documentation of the waiver.

C. _____ Has the student's residence changed as a result of the family's change in residence prior to the open enrollment?

1. If yes, attach documentation of the change in residence.

_____ **Resident of Another School District**

_____ **Intra-District Transfer (multiple high school district)**

Signature of Parent/Legal Guardian is acknowledgement that the above information is affirmed as being accurate.

Parent/Legal Guardian Signature: _____ Date: _____

SECTION 3: FOR SCHOOL ADMINISTRATOR

Indicate type of transfer (check one)

_____ 1. Residence verified - Address _____

_____ 2. Receipt of transcript from previous school

_____ 3. Birth date verified

_____ 4. 9th grade entry date verified

_____ 5. Academic eligibility verified

_____ 6. Good conduct eligibility verified, if applicable locally

_____ 7. Athletic physical verified

_____ 8. "Heads Up: Concussion in High School Sports" fact sheet verified

_____ 9. Other eligibility items required locally: _____

Upon verification of items 1-9, the student is eligible for non-varsity competition.

FOR VARSITY LEVEL ELIGIBILITY ONLY: Upon completion and verification of the above checklist, the school must determine varsity-level eligibility status based on transfer rules outlined in Chapter 36 of the Iowa Administrative Code. If a student does not meet the conditions for immediate eligibility as per IAC 36.15(3) or 36.15(4), the appropriate governing body (IHSAA or IGHSAU) should be contacted. If any additional questions exist regarding eligibility status, contact the appropriate governing body (IHSAA or IGHSAU) **prior to** allowing participation.

THIS FORM MUST BE COMPLETED AND VERIFIED IN ITS ENTIRETY IF VARSITY ELIGIBILITY IS TO BE

CONSIDERED.

I, the undersigned, certify that all of the necessary documentation and verifications have been completed on behalf of the above-named student to determine her/his eligibility. For varsity- level competition and based upon the information in these documents, the student is (check one of the following):

_____ ELIGIBLE per exception 281.36.15(3) a

- _____ (1) Contemporaneous change in parental residence,
- _____ (2) Whole-grade sharing agreement between the student’s resident district and the new school district of attendance
- _____ (3) Student returning to district to live with parents
- _____ (4) Residence changed due to: adoption, placement in foster or shelter care, placement in foreign exchange program, placed in juvenile correction facility, placement in substance abuse program, participation in mental health program, student becomes ward of the court.
- _____ (5) Cooperative sharing agreement
- _____ (6) Parents change residence but student is remaining in district of attendance without interruption
- _____ (7) Special education student who is placed in another district
- _____ (8) Attending district finds that student is homeless as per 281-33.2(256)

_____ ELIGIBLE per Open Enrollment “Good Cause”

- _____ (1) Change in a student’s residence due to a change in family residence
- _____ (2) Change in a student’s residence from the residence of one parent or guardian to the residence of a different parent or guardian.
- _____ (3) Change in the state in which the family residence is located
- _____ (4) Change in a student’s parents’ marital status
- _____ (5) Guardianship or custody proceeding
- _____ (6) Placement in foster care
- _____ (7) Adoption
- _____ (8) Participation in a foreign exchange program
- _____ (9) Participation in a substance abuse or mental health treatment program
- _____ (10) Change in the status of a student’s resident district such as removal of accreditation by the state board, surrender of accreditation, or permanent closure of a nonpublic school, revocation of a charter school contract as provided in section 256E.10 or 256F.8
- _____ (11) Failure of negotiations for a whole grade sharing, reorganization, dissolution agreement, the rejection of a current whole grade sharing agreement, or reorganization plan
- _____ (12) The student’s assigned attendance center in the district of residence is identified as in significant need for improvement

_____ INELIGIBLE

If ineligible, submit a separate sheet with findings for ineligibility.

School Administrator: _____ Date:

(Name and Title)

**THIS FORM IS ONLY CONSIDERED COMPLETE WHEN BOTH
PARENT/LEGAL GUARDIAN AND SCHOOL ADMINISTRATOR HAVE SIGNED.**