



# Notice of Transfer/Change of School

A student who changes schools after initially attending another school is subject to Bylaw 9.3 Transfer Regulations. In accordance with Bylaw 9.3.2, a student who transfers to another school during the school year may seek to immediately join an existing team if the roster for the specific interscholastic or intrascholastic extracurricular activity has not reached that activity's identified maximum size, provided the coach for the activity determines that the student has the requisite skill and ability to participate - reference FS 1006.15(9)(a). By submitting this form to the previous school, the member school is performing its due diligence in determining the eligibility of this student under the provisions of Bylaws 9.3.3, 9.3.4 and 9.3.5.

**The student must meet all other eligibility requirements to maintain eligibility. The school/student must complete a GA4 Affidavit of Compliance with Policy on Recruiting, where applicable.**

**A student who is ineligible at the time of his/her transfer or change of school may not regain eligibility through the use of this form.**

**Name of School Submitting Form:** \_\_\_\_\_

**Principal's Name:** \_\_\_\_\_

### Instructions

1. This form should be initiated and signed by the Principal of the school receiving the student.
2. Upon completion by all schools involved, this form should be kept on file and provided if requested by the FHSAA.
3. This form must bear all signature(s) to be valid. Student information should be completed before the receiving principal signs this form.
4. This form should be completed and submitted for each school the student attended during the current school year, prior to the student's participation at the receiving school.

### Student Information (to be completed by principal of school receiving student)

Student's name: \_\_\_\_\_  
(Last Name) (First Name) (M.I.)

Date entered/first attended this school: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (If the student has attended this school before, list most recent re-entry date)  
Month Day Year

Date transfer was approved: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Pursuant to school district / private school governing organization policies.)  
Month Day Year

Student's Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Student's current grade level: \_\_\_\_\_  
Month Day Year

List sport(s) in which the student wishes to participate: \_\_\_\_\_

- Move with parents/guardians to new residence
- Returning to home zoned school
- Choice/magnet program
- Seat became available – Controlled Open Enrollment
- Other: \_\_\_\_\_

The student and parent/guardian understand the student may or may not be athletically eligible based on the provided information when transferring/changing to his/her new school. School District or Private/Charter School policies may be stricter than FHSAA Bylaws or Policies.

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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**Please return to previous school principal within five (5) business days from receipt.**

## To be Completed by the Previous School Principal

Name of School: \_\_\_\_\_

Principal's Name: \_\_\_\_\_

Student's Name: \_\_\_\_\_  
(Last Name) (First Name) (M.I.)

### Eligibility Verification – To the best of your knowledge, please respond to the following questions.

1. ( \_\_\_ Yes) ( \_\_\_ No) Has the student had contact with any coach or other representative of the school's athletic interests not normally involved in the admissions process prior to enrollment in the receiving school. *(Bylaw 6.3; Policy 36)*
2. ( \_\_\_ Yes) ( \_\_\_ No) In accordance with Bylaw 9.3.3 and 9.4, is the student academically eligible? Has an official transcript been sent to the new school?
3. ( \_\_\_ Yes) ( \_\_\_ No) Was the student under any disciplinary action at the time of withdrawing from your school? *(Bylaw 9.3.4)*  
If so, when is the disciplinary action complete? \_\_\_\_\_
4. ( \_\_\_ Yes) ( \_\_\_ No) Has the student participated or engaged in any athletic activities after the official start date of a sport season while attending your school during the current school year? *(Bylaw 9.3.2.1)*  
Which sports? \_\_\_\_\_
5. ( \_\_\_ Yes) ( \_\_\_ No) Would the student be eligible for athletic participation if still enrolled/attending your school? *(Bylaw 9.3.4)*

### Certification

The undersigned, having thoroughly reviewed this transfer/change of schools inquiry and being satisfied that this student was not recruited to effect this transfer/change of schools; this student did not transfer/change schools to escape disciplinary action; and this student's athletic eligibility status at the previous school was verified; and this transfer/change of schools is pursuant to school district/governing board policy, certifies this Notice of Transfer/Change of Schools in accordance with FHSAA bylaws.

I understand under the provisions of FHSAA Bylaw 9.3.3.2, the member school previously attended by the student has an obligation to verify the student's eligibility status if requested by the student's new school.

I understand the FHSAA has the authority to verify the aforementioned information in reviewing the eligibility status of the above listed student.

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_