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IHSA Updates

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Transfer/Residence By-laws

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Topics

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- *General Transfer Guidelines*
- *Forms to complete when requesting a ruling*
- *Residence and Transfer By-laws*



Handling Student Transfers/Eligibility

- Devise a plan for acknowledging transfer students
 - Designate a person to complete transfer paperwork
(I recommend the Principal or Athletic/Activity Director)
 - School personnel should complete this with the family
 - Principals' Concurrence form is required (3.041)

Handling Student Transfers/Eligibility

- Decide on whether to request an eligibility ruling from the IHSA
 - It's never wrong to request a ruling
 - A “clean” concurrence form does not mean the student is eligible
 - If there is any question, request a ruling



Handling Student Transfers/Eligibility

- When requesting a ruling:
 - Must send: Principals Concurrence form, Transfer Eligibility form and student transcript
 - May need to send: Residence Eligibility form, Affidavit of Residence and Transfer Component from Receiving School Coach
 - Include any other relevant information related to the transfer



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The IHSA governs the equitable participation in athletics and activities that enrich the educational experience.

- COVID-19
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Today with IHSA

July 2022

S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

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IHSA JOB OPENINGS

The Illinois High School Association is seeking applicants for the position of: **Administrative Assistant in the Accounting Department.**

[An announcement of the position](#) (PDF) is provided. The application deadline is open until position has been filled.

Applicants must submit a resume with personal references and a cover letter expressing your motivation for applying for the position.

Interested candidates must submit their resume and cover letter to: resumes@ihsa.org





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[Foreign Exchange Student Program Approval Forms](#)

- ▶ [Foreign Exchange Student Program Approval Form, 2020-21](#) (Programs only -- not for student or host family) (PDF)
- ▶ Foreign Exchange Student Eligibility Request Form -- available only to administrators in [Schools Center](#), click on "Eligibility Requests & Rulings" icon

[Non-School Competition Participation Request](#)

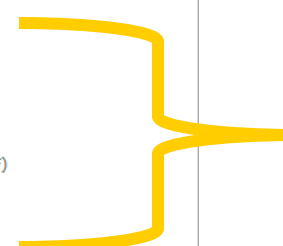
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2022-2023 Principals' Concurrence Regarding Transfer

USE THIS FORM TO OBTAIN PRINCIPALS' CONCURRENCE WITH A STUDENT TRANSFER

When a student transfers to a member school from any other high school, the receiving school principal/official representative must promptly complete and exchange this form with the principal/official representative of the sending school. **Note: A student is not eligible to participate in an interscholastic contest until the Principals' Concurrence Regarding Transfer Form is fully executed by both principals and is on file in the offices of the school to which the student transfers.**

- **REMINDER: CONCURRENCE WITH THE TRANSFER BY BOTH PRINCIPALS/OFFICIAL REPRESENTATIVES IS REQUIRED BUT DOES NOT GUARANTEE OR ASSURE ELIGIBILITY.**
- **In accordance with the IHSA Constitution, only the IHSA's Executive Director may issue an official ruling.**
- **If questions 9, 28, or 29 are marked with yes or questions 10, 30 or 31 are marked no or with reservations, the receiving school must request an eligibility ruling from the Executive Director.**

(Please Note: "Receiving School" refers to the school into which the student transfers; "Sending School" refers to the school from which the transfer is made.)

Section 1 -- To be completed by Receiving School and sent to the Sending School for concurrence.

1. Student's Name: _____
2. Receiving School (Indicate Town and School): _____
3. Sending School (Indicate Town and School): _____
4. Date of Transfer (When student actually began attending class in your school): _____
5. Date School Year Began at Your (Receiving) School: _____
6. Student's Birth Date: / ____ / ____ / ____ Student's School Grade: ____ 9 ____ 10 ____ 11 ____ 12
7. ____ Yes ____ No Does the student reside full-time with parents, custodial parent or court appointed legal guardian?
List address here: _____
8. ____ Yes ____ No Has there been a change in guardianship or custody in conjunction with this transfer?
9. ____ Yes ____ No Are you aware of any IHSA By-law (recruiting, transfer, etc.) that may result in a period of ineligibility for this student athlete? If yes, explain:

10. ____ Yes ____ No Do you believe this student-athlete transferred in a manner that is within the requirements of IHSA Eligibility
____ Yes, with reservations rules found in the IHSA Constitution and By-laws? If No, or if you have reservations, please explain:

11. _____
Signature of Receiving School Principal/Official Representative Date

Section 2 -- To be completed by the Transferring Athlete and Parent

12. Please provide a short narrative of the purpose/need for the transfer of schools:

13. Please list all non-school (AAU/Club) team affiliations: (Failure to list affiliations may compromise eligibility)

Sport	Team Name	Coach Name (First, Last)	Year

Was your transfer for any of the following reasons?

14. ____ Yes ____ No To obtain the athletic advantage of a superior or inferior athletic team, a superior athletic facility or a superior coaching staff
15. ____ Yes ____ No To obtain relief from a conflict with the philosophy or action of an administrator, teacher, or coach relative to athletics
16. ____ Yes ____ No To seek a team consistent with the student's athletic abilities
17. ____ Yes ____ No To nullify punitive action taken by the previous school



- If it is discovered that information on this document was falsified, the student could be required to serve a period of ineligibility not to exceed 365 days at the time of discovery.

23. _____
 Student Signature _____ Date _____
 Parent/Guardian Name _____ Parent/Guardian Signature _____

Section 3 -- To be completed by Sending School and returned to Receiving School

- ____ Yes, with reservations _____



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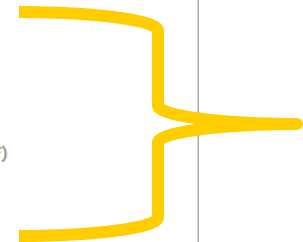
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Illinois High School Association
2715 McGraw Dr., Bloomington, IL 61704
Phone: 309-663-6377
Fax: 309-663-7479

2022-23 IHSA Transfer Eligibility Form

USE THIS FORM IN CONSIDERATION OF A STUDENT'S ELIGIBILITY
AND TO OBTAIN A RULING IN REGARD TO TRANSFER

By-law 3.040 and all its subsections pertain to the TRANSFER ELIGIBILITY of students in member schools. When a student transfers to a member school from any other high school, the receiving school principal/official representative must complete this form in consideration of the student's compliance with IHSA eligibility by-laws. Refer to the By-law listed with each question to decide if a ruling by the Executive Director is to be requested. [Please Note: "Receiving School" refers to the school into which the student transfers; "Sending School" refers to the school from which the transfer is made.] **Reminder: In accordance with the IHSA Constitution, only the Executive Director may issue an official and binding ruling.**

The fields in this form will accept a cursor and can be filled out prior to printing.

- 1) Student's Name ☐ Male ☐ Female
- 2) Student's Grade ☐ 9 ☐ 10 ☐ 11 ☐ 12
- 3) Receiving School (town and school)
- 4) ☐ Yes ☐ No Did the student participate in a **practice, try-out or interscholastic contest** in the current school year at the sending school? If Yes, list the sport(s):
 [By-law 3.042]
- 5) ☐ Yes ☐ No Did the student **and** his/her parents, custodial parent, surviving parent or court appointed legal guardian change residence from one public high school district to a different public high school district in conjunction with this transfer? [By-law 3.040, Subsection 3.043.1]
- 5.1) ☐ Yes ☐ No If YES to question 5, please provide the address of the previous residence. [By-laws 3.031-3.034]
- 5.2) ☐ Yes ☐ No If NO to question 5, is this transfer the first time the student is enrolling in his/her home public high school? [By-law 3.043.3]
- 5.3) ☐ Yes ☐ No If NO to question 5, is the transfer a result of a change in the family's financial position? If yes, documentation must be provided. [By-law 3.043.3]
- 5.4) ☐ Yes ☐ No If NO to question 5, is the transfer based on extenuating circumstances documented by the sending school's principal or official representative? If yes, documentation must be provided. [3.043.3]
- 6) ☐ Yes ☐ No Is this transfer from a public high school in a district with more than one public high school to another public high school in the same district? [By-law 3.043.2]
- 6.1) ☐ Yes ☐ No If YES, did the student **and** parents, custodial parent, surviving parent or guardian change residence to a residence within the boundaries of the receiving school? [By-law 3.043.2]
- 7) ☐ Yes ☐ No Do you have information suggesting recruiting in connection with the transfer? [By-law 3.070, Subsections 3.071-3.073]
- If Yes, explain:
- 8) ☐ Yes ☐ No Did the student transfer in conjunction with a modification or other change in legal custody by action of a judge of a court of proper jurisdiction, with custody being awarded to the parent with whom the student currently lives full-time within the district in which the receiving school is located? [By-law 3.043.4]
- 8.1) If YES, please provide a copy of the court order assigning custody. [By-law 3.043.4]
- 9) The student lives full-time with: ☐ Both parents at the same residence
☐ Mother and father at separate residences (If this is the case, please provide the address of the receiving school's principal/official representative.)



- 9) The student lives full-time with:
- ☐ Both parents at the same residence
 - ☐ Mother who has legal custody (Attach the court order assigning custody)
 - ☐ Father who has legal custody (Attach the court order assigning custody)
 - ☐ Court appointed legal guardian (Attach the court order assigning legal guardianship)
 - ☐ Other

If other, please explain:

- 10) ☐ Yes ☐ No Are there circumstances completely beyond the control of the student, parents/ guardians and the school which have required the change of guardianship and accompanying transfer of schools? [By-law 3.045]

If YES, explain:

- 11) Factors pertinent to eligibility which are not stated previously:

- 12) Sports Participation Record (List all sports and the school which the student participated in a try-out, practice and/or contest. Indicate none if student did not participate during a grade.):

9th Grade	10th Grade	11th Grade	12th Grade

- 13) Number of semesters student has already attended high school for at least 10 days: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ More

If more than 8, how many?

Explain:

- 14) Attach the following documents:

14.1) ☐ The student's transcript

14.2) ☐ All medical or legal documents or documents from other professional sources which substantiate circumstances which should be considered in ruling on the student's eligibility.

14.3) ☐ All court documents, signed by a judge, regarding custody or guardianship. (**A Power of Attorney is not sufficient.**)

- 15) Signature of Receiving School Principal /Official Representative _____

Date: _____

Principals/Official Representatives are held responsible for including correct and accurate information on the form and for the accurate completion of the form.

REMINDER: In accordance with IHSA By-laws, only the IHSA's Executive Director may issue an official ruling.



Handling Student Transfers/Eligibility

- Transfer eligibility determinations will be based upon a student/family meeting the requirements in IHSA By-laws 3.030 (Residence) and 3.040 (Transfer)
- Even if you know a student doesn't meet the requirements of the by-laws, it's recommended you secure a ruling to know a date in which a student will become eligible

Constitution, By-laws & Policies

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The IHSA Constitution and By-laws are the framework for the association. Every provision of the Constitution can be changed only by a vote of the membership. The Constitution is subject to amendment by the membership and can be amended by a vote of the membership.

IHSA Policies and Procedures are enacted by the membership. They are subject to amendment by the membership and can be amended by a vote of the membership.

The IHSA Handbook is a compilation of all these items.

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IHSA HANDBOOK WITH ILLUSTRATIONS

2021-22 SCHOOL TERM

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How To Get To IHSA



IHSA HANDBOOK WITH ILLUSTRATIONS

2021-22 SCHOOL TERM

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IHSA By-law 3.030 - Residence

- Fundamental Principle – To be eligible with regard to residence, a student must live with his/her parents, custodial parent (court appointed), or guardian appointed by a judge.
- Our by-law for participation is much more restrictive than the law that governs who can attend your school.

IHSA By-law 3.030 - Residence

- On your registration materials ask some form of the following question:
- “Does the student reside with his/her parents, custodial parent, or court appointed guardian?”
- If the answer is “No,” a **RED FLAG** should go up indicating additional information is required.

IHSA By-law 3.030 - Residence

- The Residence By-laws provide provisions for Public Schools, Private Schools, Public Schools without Boundaries and Students in Prescribed Conditions.
- Prescribed Conditions include the following:
 - Residential Students
 - Students who have completed 3 years of high school at the same school
 - Foreign Exchange Students
 - Special Education and Vocational Students

IHSA By-law 3.040 - Transfer

- When a student transfers from one high school to an IHSA member school, the student must comply with the transfer by-laws and the residence by-laws.
- Transfer student defined: Any student who is in your high school this year who was not in your school last year. The exception is an incoming freshman who is enrolling in high school for the first time.

IHSA By-law 3.040 - Transfer

- Principals Concurrence – 3.041. IHSA by-laws require that both the sending principal and the receiving principal approve a transfer prior to any participation in interscholastic athletics.
- When both Principals concur with the transfer, this does not necessarily mean a student is eligible.

IHSA By-law 3.040 - Transfer

- IHSA By-law 3.042 – After the official start date of an IHSA season, a student transferring from one school to another is ineligible for any sport in which he/she has been participating.
- Furthermore, the student is ineligible for all sports for 30 days.

IHSA By-law 3.040 - Transfer

- IHSA By-law 3.043.1 through 3.043.4 articulates situations in which transfer students may be eligible.
- Under the provisions of 3.043.3, a ruling by the Executive Director is required prior to participation in interscholastic athletics
- All other transfers require a ruling by the Executive Director prior to participation in interscholastic athletics.

IHSA By-law 3.043.1 - Transfer

- The student transfers attendance in conjunction with a change in residence by both the student and his/her parents, custodial parent, surviving parent (in the case of a student with one deceased parent), or guardian from one public high school district to a different public high school district.

IHSA By-law 3.043.2 - Transfer

- The student transfers attendance from one public high school in a school district which supports two (2) or more public high schools to another public high school in that school district and the transfer is with a change in residence by both the student and his/her parents, custodial parent, surviving parent, or guardian to a residence within the boundaries established by the governing board of the school district for the high school to which the student transfers;

IHSA By-law 3.043.3 - Transfer

- In the event the student transfers attendance from any high school to any other high school and the transfer is not in conjunction with a change in residence by both the student and his/her parents, custodial parent, surviving parent, or guardian to a residence outside the boundaries of the public school district attendance area the family originally resided in, the Executive Director may grant eligibility based on documentation that the transfer was necessitated by one or more of the following:

IHSA By-law 3.043.3 - Transfer

- Student is enrolling for the first time in his/her home public school with boundaries
- Change in family's financial position
- Extenuating circumstances documented by the sending school's principal or official representative.
- Limited Eligibility may be granted by the Executive Director when the student is transferring prior to the start of his/her sophomore year and doesn't otherwise meet the requirements of the transfer by-laws.

IHSA By-law 3.043.4 - Transfer

- The student, who is a child of divorced or legally separated parents, transfers attendance from one high school to another in conjunction with a change in legal custody between the parents by action of a judge of a court of proper jurisdiction, and a change in the student's residence from the former custodial parent to the parent to who custody has been awarded by the court, provided that a copy of the petition and the court order is on file with the principal of the high school to which the student transfers.

IHSA By-law 3.040 - Transfer

- IHSA By-law 3.047 requires that a member school enforce any period of ineligibility imposed or that would have been imposed upon the student by the school from which the student is transferring.
- The sending school must report any ineligibility to the receiving school on the Principals' Concurrence Form.

Requesting a ruling – Transfer REVIEW

- Required Information
 - Principals' Concurrence Form
 - Transfer Eligibility Form
 - Additional Information
 - Up to date student transcript
 - Documentation of a “change in financial position” if applicable.
 - Documentation of “Extenuating Circumstances” from the SENDING school if applicable.

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IHSA Partner – NFHS Network

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Questions?



