

## 2005-06 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 must promptly complete and exchange this form with the principal of the sending school. (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: \_\_\_\_\_
3. Sending 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 Do you know of any basis for objecting to the student's eligibility? If yes, explain: \_\_\_\_\_
10. \_\_\_ Yes \_\_\_ No Do you concur with this transfer? If No, please explain: \_\_\_\_\_
11. \_\_\_\_\_  
Signature of Receiving School Principal \_\_\_\_\_  
Date

#### Section 2 -- To be completed by Sending School and returned to Receiving School

12. \_\_\_ Yes \_\_\_ No To your knowledge, is the information provided in Section 1 true and correct?
13. \_\_\_\_\_ Date School Year Began at Your (Sending) School.
14. \_\_\_ Yes \_\_\_ No Was this student ineligible for or suspended from school or athletics at the time of the transfer OR would the student have been ineligible or suspended from school or athletics if he/she remained at your school? If yes, explain and indicate the penalty for the student's violation: (By-law 3.040, Subsection 3.047) \_\_\_\_\_
- 14.1 What was the reason for ineligibility or suspension? \_\_\_\_\_
- 14.2 What penalty was imposed or would have been imposed? \_\_\_\_\_
- 14.3 What is the date on which the period of ineligibility or suspension will be completed? \_\_\_\_\_
15. \_\_\_ Yes \_\_\_ No Was this student eligible for athletics at your school at the time of the transfer? If no, explain: \_\_\_\_\_
16. \_\_\_ Yes \_\_\_ No Did this student participate in a try-out, practice or contest this school year prior to the transfer? If so, what sport(s): \_\_\_\_\_
17. \_\_\_ Yes \_\_\_ No Do you have evidence of recruiting which influenced this transfer? If yes, explain and attach available documentation: \_\_\_\_\_
18. \_\_\_ Yes \_\_\_ No Do you have any reason to object to this student's eligibility? If yes, explain and attach available documentation: \_\_\_\_\_
19. \_\_\_ Yes \_\_\_ No Do you concur with this transfer? If No, please explain: \_\_\_\_\_
20. \_\_\_\_\_  
Signature of Sending School Principal \_\_\_\_\_  
Date

**PLEASE NOTE: CONCURRENCE WITH THE TRANSFER BY BOTH PRINCIPALS IS REQUIRED BUT DOES NOT GUARANTEE OR ASSURE ELIGIBILITY.** The Receiving School must determine whether the student complies with all IHSA eligibility by-laws. The Receiving School shall a) advise the student of its determination or b) request a ruling from the Executive Director. The Principals' Concurrence Regarding Transfer and the Transfer Eligibility Form must be submitted to the IHSA Office, along with all relevant documentation, if a ruling is requested. The IHSA reserves the right to investigate any transfer and make a ruling on the student's eligibility regardless of concurrence by the principals or determination by the Receiving School. **REMINDER: In accordance with the IHSA Constitution, only the IHSA's Executive Director may issue an official ruling.**

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

**THIS FORM MUST BE RETAINED ON FILE BY THE RECEIVING SCHOOL UNTIL THE STUDENT GRADUATES**