



**KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION  
TRANSFER FORM-CITIZENS OF THE U.S. OR  
U.S. TERRITORIES**

**INCOMPLETE OR ILLEGIBLE FORMS WILL BE RETURNED WITHOUT PROCESSING.**

**USE THIS FORM TO DETERMINE IF THE STUDENT HAS PREVIOUSLY PARTICIPATED AT THE VARSITY LEVEL. IF SUCH PARTICIPATION IS VERIFIED ON PAGE 1, ALL PAGES MUST BE COMPLETED AND EXCHANGED BETWEEN THE SCHOOLS.**

**THIS INFORMATION IS TO BE COMPLETED BY THE RECEIVING SCHOOL (KHSAA SCHOOL DESIRING ELIGIBILITY FOR THE STUDENT.)**

<b>Information Needed</b>		<b>These lines are to be completed by the Receiving School</b>			
Student Name					
Date of Enrollment at Receiving School					
Name of Receiving School					
Current Grade in school					
Student's Enrollment History (list school(s) attended each year since initial enrollment in grade nine (9))	Grade	School	Dates	Varsity Play (Yes/No)?	
Birth Date		Age (as of this date)			
Print Name of Person Signing this Form		Position			
Date	Signature	Daytime Phone			

**NOTE: THIS FORM IS TO BE SENT TO ANY AND ALL SENDING SCHOOL(S) THE STUDENT HAS ATTENDED IN THE PAST 365 DAYS AFTER COMPLETION OF THE ABOVE SECTION TO DETERMINE IF ADDITIONAL INFORMATION IS NECESSARY.**

**This information is to be completed by the Sending School**

<b>Information Needed</b>		<b>These lines are to be completed by the Sending School</b>			
Name of Sending School (must be sent to all schools in which the student has been enrolled in the past 365 days)					
Complete Address of Sending School					
Phone Number of Sending School					
1	Has this student participated in VARSITY athletics representing this school after enrolling in grade 9? (check response)	YES	NO		
2	Has this student participated in VARSITY athletics representing this school during the previous 365 calendar days? (check response)	YES	NO		
3	Has this student been enrolled for one calendar year at the receiving school and been ineligible for the entire time of enrollment?	YES	NO		
Print Name of Person Signing this Form		Position in School			
Date	Signature	Daytime Phone			

**NOTE: THIS FORM IS NOW TO BE SENT BACK TO THE RECEIVING SCHOOL**

**NOTE: IF THE RESPONSE TO QUESTIONS 1 AND 2 FROM THE SENDING SCHOOL ARE BOTH NO, OR THE RESPONSE TO QUESTION NUMBER 3 IS YES, NO RULING WILL BE NECESSARY BY THE KHSAA IN THIS CASE HOWEVER THE FORM IS TO BE SUBMITTED TO THE KHSAA AND A COPY IS TO BE PLACED ON FILE AT THE RECEIVING SCHOOL UNTIL THE STUDENT GRADUATES. IF THE ANSWER TO QUESTION 1 OR 2 IS YES, OR THE ANSWER TO QUESTION 3 IS NO, THEN COMPLETE THE REMAINDER OF THE FORM IS TO BE COMPLETED FOR SUBMISSION TO THE KHSAA**

*The complete text of Bylaw 6, Transfer Rule –Citizens of the U.S. or U.S. Territories and the interpretations of the rule are in both the KHSAA Handbook as well as on the KHSAA website <http://www.khsaa.org/handbook>. Rulings are issued based solely on the issue of Bylaw 6. No verbal statement in addition or in contradiction to these materials shall apply. It is the School's obligation to inform the student of this ruling. If facts or circumstances change, contact the Commissioner's Office because this could affect or change the ruling. If an aggrieved party is dissatisfied with this decision; an appeal may be taken in the manner and within the time set forth in the KHSAA Due Process Procedure.*



**KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION  
TRANSFER FORM-CITIZENS OF THE U.S. OR  
U.S. TERRITORIES**

**INCOMPLETE OR ILLEGIBLE FORMS WILL BE RETURNED WITHOUT PROCESSING.**

**TRANSFER FORM – RECEIVING SCHOOL SUPPLEMENTAL INFORMATION  
TO BE COMPLETED IF THE STUDENT HAS PARTICIPATED IN VARSITY ATHLETICS AFTER ENROLLING IN GRADE NINE, OR  
IF THE STUDENT ENROLLED BELOW GRADE NINE HAS PARTICIPATED IN VARSITY ATHLETICS DURING THE CURRENT SCHOOL YEAR AND  
THEREAFTER CHANGES SCHOOLS DURING THE SAME SCHOOL YEAR.  
THE FOLLOWING INFORMATION IS TO BE COMPLETED BY THE RECEIVING SCHOOL AND ALL INFORMATION ON THESE PAGES SHOULD THEN  
BE FORWARDED TO THE SENDING SCHOOL IN ORDER TO ALLOW THAT SCHOOL TO COMPLETE THEIR PORTION OF THE FORM.**

Student Name															
4	Sport(s) in which student desires to participate (Check applicable) BA-Baseball, BK-Basketball, XC-Cross Country, FB-Football, GF-Golf, SO-Soccer, FP-Fast Pitch, SW-Swimming, TN-Tennis, TR-Track, VB-Volleyball, WR-Wrestling	BA				BK				XC				FB	
		GF				SO				FP				SW	
		TN				TR				VB				WR	
5	Name of person with legal custody (residential custodian charged with care and support) of this student (Mother, Father, Other). <b>Response should include the name of the individual and the relationship to the student.</b>														
6	Street Address of this student and family while attending the Receiving School ( <b>use 911 address, do not use PO Box</b> )														
7	Name of the person with whom the student currently resides at the address as listed above. <b>Response should include the name of the individual and the relationship to the student. If this individual(s) is different than the response to number 5 above, please explain. Attach additional response if necessary.</b>														
8	Date the student and family moved into the address listed in Question 6?														
9	Phone number (day and night) of student and family according to school records.														
10	The Receiving School requests a waiver of the one-year period of ineligibility due to exception (check one)														
	<input type="checkbox"/>	a) Reassignment by Board of Education	<input type="checkbox"/>	g) Change in Joint Custody											
	<input type="checkbox"/>	b) Transfer from Non-Member school	<input type="checkbox"/>	h) Death of One or More Custodial Parents											
	<input type="checkbox"/>	c) Military Assignment	<input type="checkbox"/>	i) Boarding Schools											
	<input type="checkbox"/>	d) Bona fide Change in Residence	<input type="checkbox"/>	j) Cessation of School Program											
	<input type="checkbox"/>	e) Divorce	<input type="checkbox"/>	k) OTHER - (INCLUDE RESPONSE IN QUESTION 28 AND IF NECESSARY, ATTACH LETTER DETAILING CIRCUMSTANCES)											
	<input type="checkbox"/>	f) Change in Sole Custody													
11	COMMENTS. Please record any notes concerning school change ( <i>attach additional letter if necessary or if more space is needed</i> )														

**Complete question 12 if the response to Question 10 is (a) and the school is applying for a waiver of the period of ineligibility according to section 2, subsection (a) Assignment by Local Board of Education. Carefully read this exception, along with the request for information.**

a) REASSIGNMENT BY BOARD OF EDUCATION - The period of ineligibility may be waived if the student has changed schools through a properly documented reassignment of the Board of Education to another school. To meet this exception for a reassignment, reasons for the assignment may include the closing or opening of a school due to consolidation, merger, opening of a new school, or another type of opening or closing or assignment through KRS 158.6455 or other applicable adopted regulation. In the case of a school closing or consolidation, such assignment may be to the public school district should a private, parochial or independent school close. For a multiple school district reallocating students to existing schools in a revised manner (redistricting), the exception shall be valid only on the first day of school for the student body following implementation of the redistricting plan, and does not apply before or after that date due to optional choices offered by the district.

Determinations of whether a student shall be granted a waiver pursuant to this exception shall be based on the circumstances existing as of the date of enrollment at the new school.

12	Is this student transferring from a member school in Kentucky due to action of the local Board of Education? <b>IF ANSWER IS YES, GIVE DETAILS. A COPY OF THE LETTER FROM BOARD PERSONNEL MAY BE REQUIRED</b>	YES		NO	
----	---	-----	--	----	--

**Complete question 13 if if the response to Question 10 is (b) and the school is applying for a waiver of the period of ineligibility according to section 2, subsection (b) Transfer from Non-Member. Carefully read this exception, along with the request for information.**

b) TRANSFER FROM NON-MEMBER SCHOOL – The period of ineligibility may be waived for a student transferring from a nonmember school located in Kentucky whose athletic participation has been limited primarily to other nonmember schools.

Determinations of whether a student shall be granted a waiver pursuant to this exception shall be based on the circumstances existing as of the date of enrollment at the new school.

13	Is this student transferring from a non-member school in Kentucky whose participation has been limited primarily to other non-member schools?	YES		NO	
----	---	-----	--	----	--



**KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION  
TRANSFER FORM-CITIZENS OF THE U.S. OR  
U.S. TERRITORIES**

**INCOMPLETE OR ILLEGIBLE FORMS WILL BE RETURNED WITHOUT PROCESSING.**

**Complete question 14 if the response to Question 10 is (c) and the school is applying for a waiver of the period of ineligibility according to section 2, subsection (c) Military Assignment. Carefully read this exception, along with the request for information.**

c) **MILITARY ASSIGNMENT** - The period of ineligibility may be waived for a student transferring in a situation where documentation is presented to verify that the change in education and living arrangements is directly related to an order from any branch of the United States military service, including the reserve components. Special verification may be requested including documentation of a Permanent Change of Station of Change of Duty Status. This may also include the case where the transfer is made necessary by implementation of the Interstate Compact on Education Opportunity for Military Children.

14	Is this student transferring to a member school directly related to an order from any branch of the United State Military Service, including the reserve components? <b>IF ANSWER IS YES, A COPY OF THE ORDERS RELATED TO CUSTODIAL PARENTS MAY BE REQUIRED?</b>	YES	NO	
----	--	-----	----	--

**Complete questions 15-21 if the response to Question 10 is (d) and the school is applying for a waiver of the Bylaw according to section 2, subsection (d), Bona fide Change in Residence. If applying for this exception, additional written documentation is required to accompany this form to verify the circumstances surrounding the bona fide change which may include sales documents, contracts or rental agreements. Carefully read the definition of a bona fide change in address, along with each question and request for information.**

d) **BONA FIDE CHANGE IN RESIDENCE** - The period of ineligibility may be waived if there has been a bona fide change in residence by the parents and student that precedes a student's change of schools.

For purposes of this bylaw, a bona fide change of residence means the uninterrupted moving of the permanent residence of the entire family unit of the student as composed when the student was eligible at the sending school (including one or both parents if at that residence) from one school district or defined school attendance area into another school district or defined school attendance area prior to a change in enrollment of the student. To be considered bona fide, the change must remain uninterrupted for the entire period during which the student would have been ineligible if the exception was not applied. A student who becomes emancipated does not have a bona fide change of residence by virtue of his or her emancipation and change of residence for purposes of satisfying this exception.

Determinations of whether a student shall be granted a waiver pursuant to this exception shall be based on the circumstances existing as of the date of enrollment at the new school.

15	Who owns/leases/rents the Receiving School residence listed in Question 6? (parents, relative, etc)			
----	---	--	--	--

16	Status of CURRENT residence listed in Question 6?			
----	---	--	--	--

	Property is owned by student's custodial family			
	Property sale is pending (ENCLOSE COPY OF CONTRACT OR SALE PENDING VERIFICATION)			
	Property is lease/rental property with a minimum of at least a 12-month lease agreement (PROVIDE COPY OF LEASE)			
	Other arrangement (detail on line below)			

17	Does any member of the school system staff, including but not limited to coaching or athletic staff members, have any ownership interest in the property listed in Question 6?	YES	NO	
----	--	-----	----	--

18	What specific public/independent school district includes the address listed in Question 6 above (list specific public school not school system; in the case of multiple schools, list the "resides" or assigned school).			
----	---	--	--	--

19	Status of former residence listed in Question 37? <b>RECEIVING SCHOOL MAY NEED TO WAIT TO COMPLETE THIS INFORMATION UNTIL SENDING SCHOOL PORTION IS COMPLETE</b>			
----	---	--	--	--

	House has been sold and closing has been completed.			
	House has been listed with a realtor (A COPY OF LISTING AGREEMENT MAY BE REQUIRED)			
	House has been listed, sale is pending (A COPY OF CONTRACT OR SALE PENDING VERIFICATION MAY BE REQUIRED)			
	House is still owned/maintained by custodial family			
	Rental/Lease agreement has expired and property is leased/rented to another party outside of the custodial family (ADDITIONAL DOCUMENTATION MAY BE REQUIRED)			
	Other arrangement (detail on line below)			

20	If the Status in question 16 IS STILL OWNED/MAINTAINED, is the residence occupied by a member of the student's family? <b>IF YES, DESCRIBE IN QUESTION 11 OR IN ATTACHED LETTER</b>	YES	NO	
----	---	-----	----	--

21	For purposes of this bylaw, a bona fide change of residence means the moving of the permanent residence of the entire family of the student and the student's parents from one school district or defined school attendance area into another school district or defined school attendance area prior to a change in enrollment of the student. A student who becomes emancipated does not have a bona fide change of residence by virtue of his or her emancipation and change of residence for purposes of this bylaw. <b>According to this definition</b> , does this member school claim that this student and his/her custodial family had a bona fide change in residence?	YES	NO	
----	--	-----	----	--

**Complete question 22 if the response to Question 10 is (e) and the school is applying for a waiver of the period of ineligibility according to section 2, subsection (e) Divorce. If applying for this exception, additional written documentation is required to accompany this form to document that the action preceded the first date of enrollment for the student. Carefully read this exception, along with the request for information.**

e) **DIVORCE**- The period of ineligibility may be waived in the event of a dissolution of marriage (i.e. a final and legally binding divorce decree from a court of competent jurisdiction) or properly recorded legal separation (i.e. a legally binding separation decree from a court of competent jurisdiction) of the parents and a change in the residence of the student pursuant to a court order granting custody of the child to one of the parents with whom the student shall reside. The grant of this waiver shall only apply to the member school in the school district in which the residence of the custodial parent is located. Determinations of whether a student shall be granted a waiver pursuant to this exception shall be based on the circumstances existing as of the date of enrollment at the new school.



**KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION**  
**TRANSFER FORM-CITIZENS OF THE U.S. OR**  
**U.S. TERRITORIES**

**INCOMPLETE OR ILLEGIBLE FORMS WILL BE RETURNED WITHOUT PROCESSING.**

22	<p>Has there been a divorce degree or legal separation issued by a court of competent jurisdiction followed by a court order granting custody of the student to the parent with whom the student resides? <b>IF ANSWER IS YES, A COPY OF THE DATED CUSTODY ORDER MAY BE REQUIRED</b></p>	YES		NO	
<p><b>Complete question 23 if the response to Question 10 is (f) and the school is applying for a waiver of the period of ineligibility according to section 2, subsection (c) Change of Sole Custody. If applying for this exception, additional written documentation is required to accompany this form to document that the action preceded the first date of enrollment for the student. Carefully read this exception, along with the request for information.</b></p> <p>f) CHANGE OF SOLE CUSTODY - The KHSAA shall not recognize guardianship or similar arrangements made, for purposes of this bylaw. The period of ineligibility may be waived if it is shown that custody of the student has been taken from one or both parents and given to the other parent or a third person by a court of competent jurisdiction and under circumstances indicating: (1) the parent(s) are unfit or (2) the court finds that the health and welfare of the student would be better served by the change in custody.</p> <p>The grant of this waiver shall only apply to the member school in the school district in which the residence of the custodial parent is located. Determinations of whether a student shall be granted a waiver pursuant to this exception shall be based on the circumstances existing as of the date of enrollment at the new school.</p>					
23	<p>Is this student changing schools due to that order or due to a change in the original sole custody order? <b>IF ANSWER IS YES, A COPY OF THE DATED COURT ORDER OR STATE AGENCY ORDER IF A WARD OF THE STATE MAY BE REQUIRED</b></p>	YES		NO	
<p><b>Complete question 24 if the response to Question 10 is (g) and the school is applying for a waiver of the period of ineligibility according to section 2, subsection (g) Change of Joint Custody. If applying for this exception, additional written documentation is required to accompany this form to document that the action preceded the first date of enrollment for the student. Carefully read this exception, along with the request for information.</b></p> <p>g) CHANGE OF JOINT CUSTODY - In the event joint custody is awarded to both parents, for purposes of this bylaw, the student shall initially be eligible where either parent resides. The eligibility of a student may be restored one time if, after establishing eligibility and complying with the initial court order granting joint custody, a student relocates to permanently reside with the other custodial parent.</p> <p>The grant of this waiver shall only apply to the member school in the school district in which the residence of the custodial parent is located. After this one time move by the student to the other custodial parent all subsequent moves between parents shall require a period of ineligibility of one year. Determinations of whether a student shall be granted a waiver pursuant to this exception shall be based on the circumstances existing as of the date of enrollment at the new school.</p>					
24	<p>Is this student changing schools due to that order or due to a change in the original joint custody order? <b>IF ANSWER IS YES, A COPY OF THE DATED COURT ORDER OR STATE AGENCY ORDER IF A WARD OF THE STATE MAY BE REQUIRED</b></p>	YES		NO	
<p><b>Complete question 25 if the response to Question 10 is (h) and the school is applying for a waiver of the period of ineligibility according to section 2, subsection (d) Death. If applying for this exception, additional written documentation is required to accompany this form to document that the action preceded the first date of enrollment for the student. Carefully read this exception, along with the request for information.</b></p> <p>h) DEATH - The period of ineligibility may be waived in the event the death of one or both of the student's custodial parents creates the circumstances that the transfer to another secondary school is deemed appropriate.</p> <p>Determinations of whether a student shall be granted a waiver pursuant to this exception shall be based on the circumstances existing as of the date of enrollment at the new school</p>					
25	<p>Is this transfer due to the death of one or more of the student's custodial parents? <b>IF ANSWER IS YES, GIVE DETAILS IN SPACE PROVIDED IN QUESTION 11</b></p>	YES		NO	
<p><b>Complete question 26 if the response to Question 10 is (i) and the school is applying for a waiver of the period of ineligibility according to section 2, subsection (i) Boarding School. Carefully read this exception, along with the request for information.</b></p> <p>i) BOARDING SCHOOLS - The period of ineligibility may be waived for a student entering a boarding school on a full-time basis as a boarding school student, or a student returning from a boarding school to the school attended immediately prior to enrollment in the boarding school; where attendance in the boarding school was required by order of the court or by recommendation of the principal of the school attended immediately prior to attendance at the boarding school.</p> <p>A boarding school is defined as a school that has an enrolled resident boarding school population in the ninth through 12th grades of at least fifty (50) percent of the full-time student body for each of the last four years.</p> <p>A boarding school must have appropriate dormitory facilities to house, feed and provide general living accommodations for boarding students, and must have properly trained supervisory personnel on duty at all times.</p> <p>A boarding school must be recognized as a boarding school in its own literature and must be verified by the Kentucky Department of Education and/or the Southern Association of Colleges and Schools.</p> <p>A boarding student, to qualify for the exception, must spend at least an average of five (5) days per week living and boarding on campus while school is in session. Coaches and other individuals employed by or associated with a boarding school's athletic program shall not serve as the boarding supervisor or otherwise live with boarding students in school housing.</p> <p>Only those schools that qualify as boarding schools as defined herein may provide any assistance for room and board to students who participate in interscholastic athletics and only if such assistance is based on financial need. In no other schools may room and board expense be included in the determination of school expenses and financial need.</p> <p>The Ruling Officer is required to have verification that the move to or from the boarding school is by order of the Principal (sending) or a court of competent jurisdiction in order for this exception to apply.</p> <p>Determinations of whether a student shall be granted a waiver pursuant to this exception shall be based on the circumstances existing as of the date of enrollment at the new school.</p>					
26	<p>Is this student entering or returning from a Boarding school where attendance was required by order of the courts or by recommendation of the Principal of the school attended immediately prior to attendance at the Boarding school? <b>IF ANSWER IS YES, A COPY OF LETTER FROM COURT/PRINCIPAL MAY BE REQUIRED</b></p>	YES		NO	



**KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION  
TRANSFER FORM-CITIZENS OF THE U.S. OR  
U.S. TERRITORIES**

**INCOMPLETE OR ILLEGIBLE FORMS WILL BE RETURNED WITHOUT PROCESSING.**

**Complete question 27 if the response to Question 10 is (j) and the school is applying for a waiver of the period of ineligibility according to section 2, subsection (j) Cessation of School Program. Carefully read this exception, along with the request for information.**

j) CESSATION OF SCHOOL PROGRAM – The period of ineligibility may be waived in the event of a school remaining open but notifying the Association in writing that it is discontinuing its varsity participation in an Association sponsored sport (regular and postseason) in which the student had previously participated after enrolling in grade nine (9).

27	Is this student transferring from a school that has discontinued participation in an Association sponsored sport in which this student previously participated while attending that school?	YES		NO	
----	---	-----	--	----	--

**Complete question 28 if the response to Question 10 is (k) and the school is applying for a discretionary waiver of the period of ineligibility from the ruling officer, while acknowledging that the student meets none of the published exceptions (a) through (j)**

28	Describe the circumstances that result in this member school, with acknowledgement of both the contents of Bylaw w, and the fact that this students meet no published exception, warrant the ruling officer to consider a waiver of the one-year period of ineligibility.
----	---

**Complete question 28 if the response to Question 10 is (a), (b), (c), (d), (e), (f), (g), (h), (i) or (j) and the school is applying for a discretionary waiver of the period of ineligibility from the ruling officer. By answering Yes to question 29, I am attesting the I have reviewed all sources of information and that none of the situations listed below in (a), (b), (c) or (d) exist.**

A waiver of the period of ineligibility is not required to be granted for those students satisfying one of the exceptions in Sec 2:

- a) If the satisfying of one of the exceptions is used or manipulated for the purpose of gaining athletic eligibility;
- b) If the change in schools is to nullify or circumvent implementation of Board of Education, School Based Decision Making or school imposed policy which would have resulted in the student's ineligibility at the sending school in accordance with KHSAA Bylaws or Competition Rules;
- c) If the satisfying of one of the exceptions by the student and the parent(s) does not reasonably precipitate a transfer to the new school; or
- d) If the change in schools is motivated in whole or part by a desire to participate in athletics at the new school, including:
  - (1) If a student participates on a school team that is coached by a coach associated in that same sport at a high school, and the student then transfers to the member school where the coach is employed (paid or volunteer at any level); or
  - (2) If a student participates on nonschool (i.e. AAU, American Legion, club settings, summer program, etc.) team that is affiliated with or coached by a coach associated in that same sport at a member school and the student then transfers to the member school where a coach is employed (paid or volunteer at any level).

29	I have verified that the situations listed above that would restrict a waiver for those satisfying the discretionary provisions of the rule do not exist.	YES		NO	
----	---	-----	--	----	--

**INCLUDE ANY DOCUMENTATION THAT IS REQUESTED OR THAT YOU FEEL IS RELEVANT TO THE CONSIDERATION OF THE WAIVER.**

**RECEIVING SCHOOL VERIFICATION AND SIGNATURES - As Principal or Designated Representative of the RECEIVING SCHOOL, I certify that the above information is correct to the best of my knowledge and based on all available facts. NOTE: The Principal's signature does not represent a recommendation or the final ruling in the case. Disagreements as to material facts in the case or verification of evidence shall be resolved by the Commissioner's Office.**

Print Name of Person Signing this Form	Position in School Must be Principal or Designated Rep.	
Email Address:		
Date	Signature	Daytime Phone including area code

**NOTE: AFTER COMPLETION OF PAGES 2 - 5, THE RECEIVING SCHOOL SHALL FORWARD THE ENTIRE FORM PAGES 1 – 8 TO THE SENDING SCHOOL(S) WHO SHALL HAVE FIFTEEN (15) DAYS TO COMPLETE AND RETURN THE FORM TO THE RECEIVING SCHOOL.**



**KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION  
TRANSFER FORM-CITIZENS OF THE U.S. OR  
U.S. TERRITORIES**

**INCOMPLETE OR ILLEGIBLE FORMS WILL BE RETURNED WITHOUT PROCESSING.**

**TRANSFER FORM – SENDING SCHOOL SUPPLEMENTAL INFORMATION  
TO BE COMPLETED WITHIN FIFTEEN (15) DAYS IF THE STUDENT HAS PARTICIPATED AT THE VARSITY LEVEL AFTER ENROLLING IN GRADE 9,  
OR  
IF THE STUDENT ENROLLED BELOW GRADE NINE HAS PARTICIPATED IN VARSITY ATHLETICS DURING THE CURRENT SCHOOL YEAR AND  
THEREAFTER CHANGES SCHOOLS DURING THE SAME SCHOOL YEAR.  
THE FOLLOWING INFORMATION IS TO BE COMPLETED BY THE SENDING SCHOOL AND THEN RETURNED TO THE RECEIVING SCHOOL ALONG  
WITH ANY ADDITIONAL CORRESPONDENCE NECESSARY TO SUPPLEMENT THE RECORD SO THAT THE RECEIVING SCHOOL CAN SUBMIT THE  
FORM TO THE KHSAA IN ITS ENTIRETY.**

<b>Student Name</b>									
30	Date of first entry into Sending school								
31	Grade level of first entry into Sending school (check one)	9		10		11		12	
32	Date of Withdrawal from Sending School								
33	Indicate grade levels in which this student participated at the varsity level.	9		10		11		12	
34	Date of Last Varsity Participation in Any Sport, and the sport in which participated.								
35	Sport(s) in which student participated (Check applicable) BA-Baseball, BK-Basketball, XC-Cross Country, FB-Football, GF-Golf, SO-Soccer, FP-Fast Pitch, SW-Swimming, TN-Tennis, TR-Track, VB-Volleyball, WR-Wrestling	BA		BK		XC		FB	
		GF		SO		FP		SW	
		TN		TR		VB		WR	
36	According to permanent records at the SENDING SCHOOL, Name of person with legal custody (residential custodian charged with care and support) of this student (Mother, Father, Other). <b>Response should include the name of the individual and the relationship to the student</b>								
37	Street Address of this student and family while attending the Sending School ( <b>use 911 address, do not use PO Box</b> )								
38	Name of the person with whom the student currently resides at the address as listed above. <b>Response should include the name of the individual and the relationship to the student. If this individual(s) is different than the response to number 5 above, please explain. Attach additional response if necessary.</b>								
39	Phone number (day and night) of student and family at this address according to school records.								
<b>Complete question 40 if the representatives of the RECEIVING SCHOOL have checked box (a) on question 10, indicating that a waiver is being sought according to section 2, subsection (a) Reassignment by Board of Education. Carefully read this exception, along with the request for information.</b>									
40	Is this student transferring from a member school in Kentucky due to action of the local Board of Education?	YES		NO					
<b>Complete question 41 if the representatives of the RECEIVING SCHOOL have checked box (b) on question 10, indicating that a waiver is being sought according to section 2, subsection (b) Transfer from Non-Member. Carefully read this exception, along with the request for information.</b>									
41	Is this student transferring from a non-member school in Kentucky whose participation has been limited primarily to other non-member schools?	YES		NO					
<b>Complete question 51 if the representatives of the RECEIVING SCHOOL have checked box (c) on question 10, indicating that a waiver is being sought according to section 2, subsection (c) Cessation of School Program. Carefully read this exception, along with the request for information.</b>									
41	Is this student transferring from a school that has discontinued participation in an Association sponsored sport in which this student previously participated while attending that school?	YES		NO					
<b>Complete questions 42-47 if the representatives of the RECEIVING SCHOOL have checked box (d) on question 10, indicating that a waiver is being sought according to section 2, subsection (d), Bona fide Change in Residence. If applying for this exception, additional written documentation may be required of the sending school. Carefully read the definition of a bona fide change in address, along with each question and request for information.</b>									
42	Who owns/owned, leases/leased, rents/rented the residence listed in Question 37? (parents, etc)								
43	Does any member of the school system staff, including but not limited to coaching or athletic staff members, have any ownership interest in the property listed in Question 37?	YES		NO					
44	What specific public/independent school district includes the address listed in Question 37 (list specific public school not school system, in the case of multiple schools, list the "resides" or assigned school).								



**KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION  
TRANSFER FORM-CITIZENS OF THE U.S. OR  
U.S. TERRITORIES**

**INCOMPLETE OR ILLEGIBLE FORMS WILL BE RETURNED WITHOUT PROCESSING.**

45	Status of former residence listed in Question 37?			
	House has been sold and closing has been completed.			
	House has been listed with a realtor (A COPY OF LISTING AGREEMENT MAY BE REQUIRED)			
	House has been listed, sale is pending (A COPY OF CONTRACT OR SALE PENDING VERIFICATION MAY BE REQUIRED)			
	House is still owned/maintained by custodial family			
	Rental/Lease agreement has expired and property is leased/rented to another party outside of the custodial family (ADDITIONAL DOCUMENTATION MAY BE REQUIRED)			
	Other arrangement (detail on line below)			
46	If the Status in line 45 IS STILL OWNED/MAINTAINED, is the residence occupied by a member of the student's family?	YES		NO
47	For purposes of this bylaw, a bona fide change of residence means the moving of the permanent residence of the entire family of the student and the student's parents from one school district or defined school attendance area into another school district or defined school attendance area prior to a change in enrollment of the student. A student who becomes emancipated does not have a bona fide change of residence by virtue of his or her emancipation and change of residence for purposes of this bylaw. <b>According to this definition</b> , does this member school claim that this student and his/her custodial family had a bona fide change in residence?	YES		NO
<b>Complete question 48 if the representatives of the RECEIVING SCHOOL have checked box (e) on question 10, indicating that a waiver is being sought according to section 2, subsection (e) Divorce. Carefully read this exception, along with the request for information.</b>				
48	Has there been a divorce decree or legal separation issued by a court of competent jurisdiction followed by a court order granting custody of the student to the parent with whom the student resides? <b>IF ANSWER IS YES, A COPY OF THE DATED CUSTODY ORDER MAY BE REQUIRED</b>	YES		NO
<b>Complete question 49 if the representatives of the RECEIVING SCHOOL have checked box (f) on question 10, indicating that a waiver is being sought according to section 2, subsection (f) Change of Sole Custody. Carefully read this exception, along with the request for information.</b>				
49	Is this student changing schools due to that order or due to a change in the original parental custody order? (check response, give details on line 55)	YES		NO
<b>Complete question 50 if the representatives of the RECEIVING SCHOOL have checked box (g) on question 10, indicating that a waiver is being sought according to section 2, subsection (g) Change of Joint. Carefully read this exception, along with the request for information.</b>				
50	Is this student changing schools due to that order or due to a change in the original parental custody order? (check response, give details on line 55)	YES		NO
<b>Complete question 46 if the representatives of the RECEIVING SCHOOL have checked box (h) on question 10, indicating that a waiver is being sought according to section 2, subsection (h) Death. Carefully read this exception, along with the request for information.</b>				
51	Is this transfer due to the death of one or more of the student's custodial parents?	YES		NO
<b>Complete question 47 if the representatives of the RECEIVING SCHOOL have checked box (i) on question 10, indicating that a waiver is being sought according to section 2, subsection (i) Boarding School. Carefully read this exception, along with the request for information.</b>				
52	Is this student entering or returning from a Boarding school where attendance was required by order of the courts or by recommendation of the Principal of the school attended immediately prior to attendance at the Boarding school?	YES		NO
<b>Complete question 51 if the representatives of the RECEIVING SCHOOL have checked box (j) on question 10, indicating that a waiver is being sought according to section 2, subsection (j) Cessation of School Program. Carefully read this exception, along with the request for information.</b>				
53	Is this student transferring from a school that has discontinued participation in an Association sponsored sport in which this student previously participated while attending that school?	YES		NO
<b>Complete question 54 if the response to Question 10 is (a), (b), (c), (d), (e), (f), (g), (h), (i) or (j) and the receiving school is applying for a discretionary waiver of the period of ineligibility from the ruling officer. By answering No to question 54, I am attesting that I have reviewed all sources of information and that none of the situations listed below in (a), (b), (c) or (d) exist.</b> A waiver of the period of ineligibility is not required to be granted for those students satisfying one of the exceptions in Sec 2: a) If the satisfying of one of the exceptions is used or manipulated for the purpose of gaining athletic eligibility; b) If the change in schools is to nullify or circumvent implementation of Board of Education, School Based Decision Making or school imposed policy which would have resulted in the student's ineligibility at the sending school in accordance with KHSAA Bylaws or Competition Rules; c) If the satisfying of one of the exceptions by the student and the parent(s) does not reasonably precipitate a transfer to the new school; or d) If the change in schools is motivated in whole or part by a desire to participate in athletics at the new school, including: (1) If a student participates on a school team that is coached by a coach associated in that same sport at a high school, and the student then transfers to the member school where the coach is employed (paid or volunteer at any level); or (2) If a student participates on nonschool (i.e. AAU, American Legion, club settings, summer program, etc.) team that is affiliated with or coached by a coach associated in that same sport at a member school and the student then transfers to the member school where a coach is employed (paid or volunteer at any level).				
54	I have verified that the situations listed above that would restrict a waiver for those satisfying the discretionary provisions of the rule do not exist.	YES		NO



**KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION  
TRANSFER FORM-CITIZENS OF THE U.S. OR  
U.S. TERRITORIES**

**INCOMPLETE OR ILLEGIBLE FORMS WILL BE RETURNED WITHOUT PROCESSING.**

55	COMMENTS. Please record any notes concerning school change ( <i>attach additional letter if necessary or if more space is needed</i> )
----	--

<b>INCLUDE ANY DOCUMENTATION THAT IS REQUESTED OR THAT YOU FEEL IS RELEVANT TO THE CONSIDERATION OF THE WAIVER.</b>			
<b>SENDING SCHOOL VERIFICATION AND SIGNATURES - As Principal or Designated Representative of the SENDING school, I certify that the above information is correct to the best of my knowledge and based on all available facts.</b>			
<b>NOTE: The Principal's signature does not represent a recommendation or the final ruling in the case. Disagreements as to material facts in the case or verification of evidence shall be resolved by the Commissioner's Office.</b>			
Print Name of Person Signing this Form		Position in School	
Email Address:			
Date	Signature	Daytime Phone including area code	

**NOTE: AFTER COMPLETION OF PAGES 1-8, THE SENDING SCHOOL SHALL FORWARD THE ENTIRE FORM PAGES 1 – 8 TO THE RECEIVING SCHOOL(S) WHO SHALL FORWARD THE ENTIRE FORM TO KHSAA FOR A RULING.**