

INSTRUCTIONS – PLEASE READ CAREFULLY:

This form is to be completed ONLY when a **student's entire family unit moves** from one school territory into a different school territory and this move justifies a change in schools. **This form is not to be used when the student is the only individual who is moving.** The following requirements must be met in order for a move to be a bona fide change of residence that justifies the change in schools:

- The old residence is outside the territory of the new school.
- The new residence is outside the territory of the old school.
- The new residence is inside the territory of the new school.
- The move is made by the entire family unit, and no member of the family unit may maintain the previous residence for residential purposes.
- If the change of residence occurs between school years, the student must transfer at the beginning of the school year to be eligible.
- If the change of residence occurs during the school year, the student may transfer schools without loss of eligibility (1) at the time his/her parents change residence; (2) at the end of the next report card period; (3) at the close of the semester or term; **or** (4) at the close of the school year.

Please use one form for all siblings in a family unit.

Definition of School Territory – For a public school, the “territory” of the school is the geographic boundaries and bus routes of the area served by that school as established by the local board of education. For a system-wide public school, magnet school, or charter school, the “territory” of the school is the geographic boundaries of the school system. For a non-public school, the “territory” of the school is the area within a twenty (20) mile radius from the school.

PARENTS/GUARDIANS:

- Schedule a meeting with your school administrator and bring copies of any of the following documentation that you can provide to leave at the school:
 - ✓ A copy of your lease or deed at your current address
 - ✓ An updated driver's license showing your current address
 - ✓ An updated voter registration showing your current address
 - ✓ Utility hook-up information for your current address
 - ✓ Recent utility bills showing your current address
 - ✓ Utility shut-off information for your previous residence
 - ✓ USPS change of address to your current address

- Complete all of the required information on the “TSSAA Bona Fide Change of Residence Verification Worksheet.”

Note: If only one parent in an intact family “makes the move,” a presumption is created that “the move” does not meet the criteria of TSSAA Bylaw Article II, Section 13(b). Both parents, if married, must make the move into the new school territory. If the parent completing this form is single either due to divorce, legal separation, never having been married, or is in the process of having the marriage legally terminated, please provide an explanation on Item #9 and include the documentation of divorce/legal separation and court-ordered custody.

- Return the Questionnaire and all required documentation to your student's school administrator. The TSSAA state office will NOT accept submissions directly from parents.
- Understand that the school administrator has an obligation to independently verify the information contained in the Questionnaire. Therefore, he/she is expected to conduct periodic residency checks for one calendar year to ensure you maintain your new residence. Failure to permit these periodic residency checks may cause the student's eligibility to be forfeited.

SCHOOL ADMINISTRATORS:

- Schedule a meeting with a transfer student’s parents to distribute and EXPLAIN the Questionnaire and request the following documentation to keep on file at the school:
 - ✓ A copy of the family’s lease or deed at their current address
 - ✓ An updated driver’s license showing the current address
 - ✓ An updated voter registration showing the current address
 - ✓ Utility hook-up information for the current address
 - ✓ Recent utility bills showing the current address
 - ✓ Utility shut-off information for the previous residence
 - ✓ USPS change of address to the current address
 - ✓ Divorce/Legal Separation and Court-Ordered Custody (if applicable)
- Collect the Questionnaire and all required documentation and conduct a residency check to independently verify the information contained in the Questionnaire.
- After completing the residency check, submit the student’s eligibility information on the TSSAA Portal. If you determine that the family has met the requirements for a bona fide change of residence, there is an option to select on the transfer form for a bona fide change of residence that justifies the change in schools. **The Questionnaire should not be submitted to TSSAA but should be kept on file at the school.**
- After approval (if applicable), continue to conduct periodic residency checks to ensure the family maintains their new residence for a minimum of one year. **Note: If a student has been ruled eligible as a result of a change of residence, and any member of the family unit returns to the former residence before the student has been enrolled in the new school for one complete school year (or twelve months if the transfer occurred during the school year), the student will be ineligible for twelve months from his/her last participation date.*

ACKNOWLEDGEMENT:

I hereby acknowledge that I have **READ** and understand the instructions as set forth herein and the TSSAA Bona Fide Change of Residence Questionnaire to which these instructions apply.

Parent/Guardian #1 – Signature

Parent/Guardian #2 – Signature

Parent/Guardian #1 – Print Name

Parent/Guardian #2 – Print Name

Note: If married, both parents, including biological, adoptive, or step-parent, must sign this page and both must move.

School Administrator – Signature

School Administrator – Print Name

Note: By affixing your signature, you are certifying that you have independently verified the information contained therein and obtained copies of all the required documentation.

TSSAA Bona Fide Change of Residence Verification Worksheet

1. Student(s) Name(s), Grade Levels(s), and Gender(s): _____

2. Previous School Attended: _____
3. Current School: _____ Date 1st Attended: _____
4. Sport(s) competed in (at any level of competition) in the last twelve months:

5. Parent(s)/Guardian(s) Names: _____ Relationship to Student(s): _____
6. I have full legal custody of the student(s). **Yes/No** (circle one)
7. My Current resident address (street, city, state, zip) is: _____
8. The public school zone in which my current residence is located is: _____
9. I am currently married **Yes/No** (circle one) *If you answered "No," skip to Q11.*
10. If married, my spouse has made this move with me. **Yes/No** (circle one)
11. If the answer to Q9 or Q10 is "No," please explain:

12. I (and my spouse, if married) moved to this current residence on _____, 20__ (exact date required).
13. I **Own/Rent** (circle one) the real property at this current resident address. If answer is "Rent," the **name, address, and telephone number of my landlord** is:

14. The residence from which I moved was (street, city, state, zip):

15. The public school zone in which my former residence was located was: _____
16. I (and my spouse, if married) completely vacated my former residence on _____, 20__ (exact date required).
17. I further state that in vacating my former residence, I have removed all my family's household possessions and no longer have any personal responsibilities (rent, utilities, maintenance, etc.) at the former residence. *Note: In the event any family household possessions remain at the former residence or any family member has personal responsibilities at the former residence, explain in detail the reasons and circumstances on a separate sheet of paper.*

Parent/Guardian Initial _____
18. I **owned/rented** (circle one) the property at the previous resident address.

If "Rented," the **name, address, and telephone number of my landlord** was:

If "Owned," the **date the residence sold** or the **name, company, and telephone number of my listing agent** is:

Note: In the event that you or any member of your household still owns the former residence, and the residence is not for sale, explain in detail the reasons and circumstances on a separate sheet of paper.

19. Neither I nor any member of my household continues to maintain the former residence, nor do I or any member of my household maintain any residence other than the one in which we currently reside. *Note: In the event that any family household member maintains any other residence, a detailed explanation must be provided on a separate sheet of paper.*

Parent/Guardian Initial _____

20. Each and every member of my household, including the spouse, if married, has completely vacated the former residence and has moved with me into this new residence. *Note: In the event that any members of your household did not make "the move" to this current address, a detailed explanation of the facts and circumstances to why any household members did not make "the move" must be provided on a separate sheet of paper.*

Parent/Guardian Initial _____

21. I **do/do not** (circle one) receive all of my mail at the current resident address.

22. I **do/do not** (circle one) receive my utility bills at the current resident address.

23. I **do/do not** (circle one) eat the majority of my meals at the current resident address.

24. I **do/do not** (circle one) sleep the majority of the time at the current resident address.

25. I **am/am not** (circle one) registered to vote from the current resident address.

26. My driver's license **does/does not** (circle one) show the current resident address on it as being my residence.

27. I **have/have not** (circle one) notified my employer (or Dept. of Public Assistance, if applicable) that my address has changed to the current resident address.

28. I understand that falsification of information on this Questionnaire will adversely affect the eligibility status of the child/children listed herein. Furthermore, should eligibility of said child/children be predicated in whole or in part upon any information contained herein, which information is later learned to be false, the future eligibility of said child/children, will be in jeopardy as well as the team and/or school's status, their records, and their future status as a member of the TSSAA.

Parent/Guardian Initial: _____

By signing this form, I verify that the above information is true and has been thoroughly reviewed.

Parent/Guardian #1 – Signature

Parent/Guardian #2 – Signature

Date

Parent/Guardian #1 – Print Name

Parent/Guardian #2 – Print Name

Date

Note: If married, both parents, including biological, adoptive, or step-parent, must sign this page and both must move.

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This form is made available to TSSAA member schools to be used as a tool to collect necessary information about transfer students from their parents/guardians. This form does not exhaust all eligibility requirements, and it is the responsibility of the school seeking eligibility to know and understand all relevant bylaws. Completion of this form does NOT guarantee athletic eligibility. Keep this form on file at the school. Do NOT submit it to TSSAA. No student should be permitted to participate until all eligibility information has been submitted through the TSSAA Portal and approved by the state office.