



APPLICATION FOR ATHLETIC ELIGIBILITY FOR DOMESTIC STUDENTS

INCOMPLETE OR ILLEGIBLE FORMS WILL BE RETURNED WITHOUT PROCESSING.

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USE PAGE 1 OF THIS FORM TO DETERMINE IF THE STUDENT HAS PREVIOUSLY PARTICIPATED AT THE VARSITY LEVEL. IF SUCH PARTICIPATION IS VERIFIED ON PAGE 1, THE REMAINING PAGES MUST BE COMPLETED AND EXCHANGED BETWEEN THE SCHOOLS. BOTH SCHOOLS SHOULD REVIEW BYLAW 6 ON THE KHSAA WEBSITE WITH UP TO DATE PROVISIONS AND INTERPRETATIONS. THE BYLAW IS LOCATED AT https://khsaa.org/common_documents/handbook/bylaws.pdf

Information Needed		These lines are to be completed by the Receiving School	
Student Name			
Date of Enrollment at Receiving School. This is not speculative, but the date per the records of the receiving school district			
Name of KHSAA Member Receiving School			
Current Grade in school		Birth Date	
		Age (as of this date)	
1	Is it documented that the student is returning to this receiving school and this is the last school for which the student participated at the varsity level and the student has not established eligibility by participating at another school (in or out of state)?	YES	NO
2	Is this student changing schools due to a complete redistricting of students by the local board of education due to consolidation, closure or single school splitting into multiples schools and in accordance with the non-optional actions of the local Board of Education?	YES	NO
3	Is this student transferring from a non-KHSAA member school located in Kentucky?	YES	NO
4	Is this student transferring and the school has verified copies of orders from a branch of the United States military service including a permanent Change of Station or Change of Duty Status?	YES	NO
5	Is this student enrolled in an A1 public school in Kentucky a non-resident student per KRS 156.070 (4)	YES	NO

Print Name and Position of Person Signing this Form			
Date		Signature	
		Daytime Phone	

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

THE FOLLOWING INFORMATION IS TO BE COMPLETED BY THE SENDING SCHOOL

Information Needed		Completed by the sending School	
Name of Sending School			
Complete Address of Sending School (IF NOT A KHSAA MEMBER)			
Name and Phone Number of Sending School Representative			
6	Has this student participated in VARSITY interscholastic athletics in Baseball, Basketball, Cross Country, Football, Field Hockey, Golf, Soccer, Fast Pitch, Swimming, Tennis, Track, Volleyball or Wrestling representing the sending school after enrolling in grade 9 and within the last 365 days? (check response)	YES	NO
7	Does the sending school concur with the answers provided by the receiving school to questions 1 to 5 above as it relates to this student? If YES is not circled, the sending school should return to the Receiving school this form and the Receiving school shall seek a determination from the KHSAA through the Ruling Officer for Bylaw 6.	YES	NO

Print Name and Position of Person Signing this Form			
Date		Signature	
		Daytime Phone	

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

FURTHER NOTES FOR RECEIVING SCHOOL

- IN COMPLIANCE WITH CHAPTER 93 (SB145) OF THE 2023 KENTUCKY ACTS, IF THIS IS A NON-RESIDENT STUDENT AS DEFINED IN KRS 157.350, HE/SHE MAY NOT PARTICIPATE IN INTERSCHOLASTIC SCRIMMAGES OR CONTESTS WHILE AWAITING A RULING OR IF THE STUDENT FAILS TO MEET ONE OF THE DOCUMENTED EXCEPTIONS IN BYLAW 6.
- THE RECEIVING SCHOOL IS ACCOUNTABLE FOR ANY INACCURACIES IN THIS INFORMATION INCLUDING POTENTIAL FORFEITURE OF CONTESTS AND OTHER PENALTIES CONTAINED IN BYLAW 27.
- IF THE RESPONSE TO QUESTION 1 IS YES AND THE RESPONSE TO QUESTIONS 1, 2, 3 OR 4 ARE NO, THEN COMPLETE THE REMAINDER OF THE FORM FOR SUBMISSION TO THE KHSAA FOR A RULING
- IF THE RESPONSE TO QUESTIONS 1 FROM THE SENDING SCHOOL IS NO, OR THE RESPONSE IS YES AND THE RESPONSE TO QUESTIONS 1, 2, 3 OR 4 IS YES, NO RULING WILL BE NECESSARY BY THE KHSAA.
- A COPY OF PAGE 1 IS TO BE SUBMITTED TO THE KHSAA VIA ADOPTED INSTRUCTIONS AND A COPY PLACED ON FILE AT THE RECEIVING SCHOOL UNTIL THE STUDENT GRADUATES.

Rulings are issued in writing 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.



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

TO BE COMPLETED IF THE STUDENT HAS PARTICIPATED IN VARSITY ATHLETICS AFTER ENROLLING IN GRADE NINE
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.
PRIOR TO COMPLETION, THE RECEIVING SCHOOL SHOULD PRINT THE MOST RECENT COPY OF BYLAW 6 FROM THE KHSAA WEBSITE WITH UP TO
DATE PROVISIONS AND INTERPRETATIONS. THE BYLAW IS LOCATED AT <https://bit.ly/2T9NeS2>

1	Student Name			
2	Prior to submission to the KHSAA after receiving verification from the sending in question 31, I have noted the student's last date of varsity participation.	YES	NO	
3	Name of person with legal custody (residential custodian charged with care and support) of this student (Mother, Father, Other). Response should include the name of the individual and the relationship to the student.			
4	Street Address of this student and family while attending the Receiving School (use 911 address, do not use PO Box)			
5	What specific public/independent school district includes the address listed in Question 4 above (list specific public school not school system; in the case of multiple schools, list the "resides" or assigned school).			
6	Name(s) of the person(s) with whom the student currently resides at the address as listed above. 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 3 above, please explain. Attach additional response if necessary.			
7	Date the student and family moved into the address listed in Question 4?			
8	Phone number (day and night) of student and family according to school records.			
9	The Receiving School requests a waiver of the one-year period of ineligibility due to the satisfying of one of the stated exceptions in the rule (check one)			
	Sec. d) Bona fide Change in Residence By the Entire Family Unit		Sec. i) Boarding School	
	Sec. e) Divorce		Sec. j) Cessation of School Program	
	Sec. f) Change in Sole Custody		Sec. k) Anti-Bullying Exception	
	Sec. g) Change in Joint Custody		Sec. l) Minimal Participation During Prior School Year	
	Sec. h) Death of One or More Custodial Parents		Sec. m) Request for Due Process Exception Approval	
10	Please check if this student does not meet a stated exception however eligibility is requested under the discretionary provisions of the Due Process Procedure which require the circumstances creating the ineligibility of the student to be beyond the control of the student, parents and all involved parties. Submit additional information in question 25 or attached to describe the circumstances that result in the member school, with acknowledgement of both the contents of Bylaw 6, and the fact that this student meets no published exception, concluding that the facts warrant the ruling officer to consider a waiver of the one-year period of ineligibility.			
Only complete questions 11-16 if the response to Question 9 is checked (d) and you have carefully read the Bylaw 6 definition of a bona fide change in address, and attest compliance.				
11	Who owns/leases/rents the Receiving School residence listed in Question 4? (parents, relative, etc)			
12	Status of CURRENT residence listed in Question 4? (i.e. owned by family, sale pending, lease/rental (minimum of at least a 12-month lease agreement, other arrangement (DETAIL BELOW)). A COPY OF THE DATED LEASE OR SALES DOCUMENT MAY BE REQUESTED BY THE RULING OFFICER			
13	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 4?	YES	NO	
14	Status of former residence listed in Question 33? (DETAIL BELOW) RECEIVING SCHOOL MAY NEED TO WAIT TO COMPLETE THIS INFORMATION UNTIL SENDING SCHOOL PORTION IS COMPLETE			
15	If the Status in question 14 IS STILL OWNED/MAINTAINED, is the residence occupied by a member of the student's family? (IF YES, DETAIL BELOW)	YES	NO	

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16	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. According to this definition , does this member school claim that this student and his/her custodial family had a bona fide change in residence? IF RESPONSE IS YES, A COPY OF INFORMATION RELATED TO THE CHANGE IN RESIDEND MAY BE REQUIRED.	YES	NO
Only complete question 17 if the response to Question 9 is checked (e) and the school is applying for a waiver of the period of ineligibility according to section 2, subsection (e) Divorce.			
17	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? IF RESPONSE IS YES, A COPY OF THE DATED CUSTODY ORDER MAY BE REQUIRED.	YES	NO
Only complete question 18 if the response to Question 9 is checked (f) or (g) and the school is applying for a waiver of the period of ineligibility according to section 2, subsection (f) Change of Sole Custody or subsection (g) Change of Joint Custody			
18	Student's Enrollment History After initial enrollment in Grade 9 (list school(s) attended) each year	Grade	School
			Custodial Parent - Visa Type/Status
Only complete question 19 if the response to Question 9 is checked (f) and the school is applying for a waiver of the period of ineligibility according to section 2, subsection (c) Change of Sole Custody.			
19	Is this student changing schools due to that order or due to a change in the original sole custody order? IF RESPONSE IS YES, A COPY OF THE DATED COURT ORDER OR STATE AGENCY ORDER IF A WARD OF THE STATE MAY BE REQUIRED.	YES	NO
Only complete question 20 if the response to Question 9 is checked (g) and the school is applying for a waiver of the period of ineligibility according to section 2, subsection (g) Change of Joint Custody.			
20	Is this student changing schools due to that order or due to a change in the original joint custody order? IF RESPONSE IS YES, A COPY OF THE DATED COURT ORDER OR STATE AGENCY ORDER IF A WARD OF THE STATE MAY BE REQUIRED.	YES	NO
Only complete question 21 if the response to Question 9 is checked (h) and the school is applying for a waiver of the period of ineligibility according to section 2, subsection (d) Death.			
21	Is this transfer due to the death of one or both of the student's custodial parents?	YES	NO
Only complete question 22 if the response to Question 9 is checked (i) and the school is applying for a waiver of the period of ineligibility according to section 2, subsection (i) Boarding School.			
22	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? IF RESPONSE IS YES, A COPY OF LETTER FROM COURT/PRINCIPAL MAY BE REQUIRED.	YES	NO
Only complete question 23 if the response to Question 9 is checked (j) and the school is applying for a waiver of the period of ineligibility according to section 2, subsection (j) Cessation of School Program (permanent cessation at all levels of play).			
23	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
Only complete question 24 if the response to Question 9 is checked (k) and the school is applying for a waiver of the period of ineligibility according to section 2, subsection (k) Anti-Bullying Exception.			
24	Is this transfer due to the student being a victim of bullying as defined in KRS 158.148 and in which the bullying has been documented? IF RESPONSE IS YES, A COPY OF THE DOCUMENTATION MAY BE REQUIRED.	YES	NO
Only complete question 25 if the response to Question 9 is checked (l) and the school is applying for a waiver of the period of ineligibility according to section 2, subsection (l) Minimal Participation During Prior School Year Exception.			
25	Is this transfer by a transferring student enrolled in grades 10-12 requesting eligibility in a sport(s) when the student participated in not more than twenty percent of the allowed number of regular seasons varsity contests per Bylaw 23 during the prior year and has not yet participated in that varsity sport after enrolling in the current grade? IF RESPONSE IS YES, A COPY OF THE DOCUMENTATION MAY BE REQUIRED.	YES	NO
Only complete question 26 if the response to Question 9 is checked (m) and the school is applying for a waiver of the period of ineligibility according to section 2, subsection (m) Request for Due Process Exception Approval.			
26	Is this transfer due to the student when it is documented, at the time of the original transfer eligibility submission, that based solely on the record as submitted, strict application of the applicable bylaw is unfair to the student-athlete because the circumstances creating the ineligibility are clearly beyond the control of all of the parties involved in compliance with the KHSAA Due Process Procedure adopted in compliance with KRS Chapter 13B? IF RESPONSE IS YES, A COPY OF THE DOCUMENTATION MAY BE REQUIRED.	YES	NO

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27	I hereby attest that that the situations listed in Bylaw 6, Section 3 do not exist. IF RESPONSE IS NOT YES, YOU MUST PROVIDE DETAIL BELOW OR ATTACH ADDITIONAL TO YOUR REQUEST	YES	NO
28	ADDITIONAL COMMENTS. Please record any additional notes concerning school change or the case involving this student (<u>attach additional letter if necessary or if more space is needed</u>)		
INCLUDE/ATTACH ANY DOCUMENTATION THAT IS REQUESTED OR THAT YOU FEEL IS RELEVANT TO THE CONSIDERATION OF THE WAIVER.			
NOT VALID WITHOUT SIGNATURE PAGE			

PARENT/CUSTODIAL FAMILY SIGNATURES AND CERTIFICATIONS

<ul style="list-style-type: none">I attest that the information provided to the member school is accurate, and acknowledge that failure to provide complete and accurate information could lead to ineligibility of the student-athlete in question.I understand that if the waiver of the one-year period of ineligibility is granted, changing schools will be reviewed under the guidelines of Bylaw 6 and a new ruling issued.I understand that in compliance with Chapter 93 (SB145) of the 2023 Kentucky Acts, if this is a non-resident student as defined in KRS 157.350, he/she may not participate in interscholastic scrimmages or contests while awaiting a ruling.I further understand that in compliance with Chapter 93 (SB145) of the 2023 Kentucky Acts, if this is a non-resident student as defined in KRS 157.350, the student may not participate in interscholastic contests at any level for one calendar year if the student fails to meet one of the documented exceptions in Bylaw 6.			
Custodial Parent Signature			
Print Name of Person Signing			
Date		Signature	
Email Address (for data gathering purposes only, no rulings can be made via electronic mail)		Daytime Phone	

RECEIVING SCHOOL SIGNATURES AND CERTIFICATIONS

<ul style="list-style-type: none">As Principal or Designated Representative of this KHSAA member school, I hereby verify that this student meets all eligibility rules and regulations as promulgated; hereby certify that the student was not recruited for athletic purposes by any official or unofficial representative of the school.It is the recommendation of the undersigned Principal or Designated Representative that the period of ineligibility for transferring students (one year from the date of last participation) is waived and that he/she be declared eligible immediately to represent my school in interscholastic athletics at the varsity level.I understand that the Principal's signature does not represent a final ruling in the case.I understand that if the waiver of the one-year period of ineligibility is granted, that changing schools will be reviewed under the guidelines of Bylaw 6 and a new ruling issued.I hereby certify that the information provided on this form is true and accurate to the best of my ability and that disagreements as to material facts in the case or verification of evidence shall be resolved by the Commissioner's Office.I understand that in compliance with Chapter 93 (SB145) of the 2023 Kentucky Acts, if this is a non-resident student as defined in KRS 157.350, he/she may not participate in interscholastic scrimmages or contests while awaiting a ruling.I further understand that in compliance with Chapter 93 (SB145) of the 2023 Kentucky Acts, if this is a non-resident student as defined in KRS 157.350, the student may not participate in interscholastic contests at any level for one calendar year if the student fails to meet one of the documented exceptions in Bylaw 6.			
Principal / Designated Representative Signature and Position			
Print Name of Person Signing			
Date		Signature	
Email Address (for data gathering purposes only, no rulings can be made via electronic mail)		Daytime Phone	
NOTE: AFTER COMPLETION OF PAGES 2 - 4, THE RECEIVING SCHOOL SHALL FORWARD THE ENTIRE FORM PAGES 1 - 6 TO THE SENDING SCHOOL(S) WHO SHALL HAVE FIFTEEN (15) DAYS TO COMPLETE AND RETURN THE FORM TO THE RECEIVING SCHOOL.			

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THIS INFORMATION IS TO BE COMPLETED BY THE SENDING SCHOOL

TRANSFER FORM – SENDING SCHOOL SUPPLEMENTAL INFORMATION

TO BE COMPLETED IF THE STUDENT HAS PARTICIPATED AT THE VARSITY LEVEL AFTER ENROLLING IN GRADE 9, THE FOLLOWING INFORMATION IS TO BE COMPLETED BY THE SENDING SCHOOL WITHIN FIFTEEN (15) DAYS 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.

Student Name			
29	Date of first entry into Sending school		
30	Date of Withdrawal from Sending School		
31	Grade level of first entry into Sending school (check one)	<input type="checkbox"/> 9	<input type="checkbox"/> 10
32	Indicate grade levels in which this student participated at the varsity level.	<input type="checkbox"/> 9	<input type="checkbox"/> 10
33	Indicate the last date of varsity participation in each sport	<input type="checkbox"/> 11	<input type="checkbox"/> 12
34	Sport	Date of Last Varsity Participation	Sport
	Baseball		Golf
	Basketball		Lacrosse
	Cross Country		Soccer
	Football		Softball (Fastpitch)
	Field Hockey		Swimming and Diving
35	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). Response should include the name of the individual and the relationship to the student		
36	Street Address of this student and family while attending the Sending School (use 911 address, do not use PO Box)		
37	Name(s) of the person(s) with whom the student currently resides at the address as listed above. 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 31 above, please explain. Attach additional response if necessary.		
38	What specific public/independent school district includes the address listed in Question 31 above (list specific public school not school system; in the case of multiple schools, list the "resides" or assigned school).		
39	Phone number (day and night) of student and family at this address according to school records.		
40	Is this student enrolled in an A1 public school in Kentucky a non-resident student per KRS 156.070 (4)	YES	NO
Only complete questions 41-42 if the representatives of the RECEIVING SCHOOL have checked box (d) on Question 9, indicating that a waiver is being sought according to section 2, subsection (d), Bona fide Change in Residence			
41	Who owns/leases/rents the Sending School residence listed in Question 33? (parents, relative, etc)		
42	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 34?	YES	NO
43	Status of CURRENT residence listed in Question 34? (i.e. owned by family, sale pending, lease/rental (minimum of at least a 12-month lease agreement, other arrangement (DETAIL BELOW)). A COPY OF THE DATED LEASE OR SALES DOCUMENT MAY BE REQUESTED BY THE RULING OFFICER		
44	If the Status in line 41 IS STILL OWNED/MAINTAINED, is the residence occupied by a member of the student's family?	YES	NO

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45	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. According to this definition , does this member school claim that this student and his/her custodial family had a bona fide change in residence?	YES	NO
Only complete question 46 if the representatives of the RECEIVING SCHOOL have checked box (e) on Question 9, indicating that a waiver is being sought according to section 2, subsection (e) Divorce.			
46	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?	YES	NO
Only complete question 47 if the representatives of the RECEIVING SCHOOL have checked box (f) on Question 9, indicating that a waiver is being sought according to section 2, subsection (f) Change of Sole Custody.			
47	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 56)	YES	NO
Only complete question 48 if the representatives of the RECEIVING SCHOOL have checked box (g) on Question 9, indicating that a waiver is being sought according to section 2, subsection (g) Change of Joint Custody.			
48	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 56)	YES	NO
Only complete question 49 if the representatives of the RECEIVING SCHOOL have checked box (h) on Question 9, indicating that a waiver is being sought according to section 2, subsection (h) Death.			
49	Is this transfer due to the death of one or more of the student's custodial parents?	YES	NO
Only complete question 50 if the representatives of the RECEIVING SCHOOL have checked box (i) on Question 9, indicating that a waiver is being sought according to section 2, subsection (i) Boarding School.			
50	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
Only complete question 51 if the representatives of the RECEIVING SCHOOL have checked box (j) on Question 9, indicating that a waiver is being sought according to section 2, subsection (j) Cessation of School Program.			
51	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
Only complete question 52 if the representatives of the RECEIVING SCHOOL have checked box (k) on Question 9, indicating that a waiver is being sought according to section 2, subsection (k) Anti-Bullying Exception.			
52	Is this transfer due to the student being a victim of bullying as defined in KRS 158.148 and in which the bullying has been documented?	YES	NO
Only complete question 53 if the response to Question 9 is checked (l) and the school is applying for a waiver of the period of ineligibility according to section 2, subsection (l) Minimal Participation During Prior School Year Exception.			
53	Is this transfer by a transferring student enrolled in grades 10-12 requesting eligibility in a sport(s) when the student participated in not more than twenty percent of the allowed number of regular seasons varsity contests per Bylaw 23 during the prior year and has not yet participated in that varsity sport after enrolling in the current grade? IF RESPONSE IS YES, A COPY OF THE DOCUMENTATION MAY BE REQUIRED.	YES	NO
Only complete question 54 if the response to Question 9 is checked (m) and the school is applying for a waiver of the period of ineligibility according to section 2, subsection (m) Request for Due Process Exception Approval.			
54	Is this transfer due to the student when it is documented, at the time of the original transfer eligibility submission, that based solely on the record as submitted, strict application of the applicable bylaw is unfair to the student-athlete because the circumstances creating the ineligibility are clearly beyond the control of all of the parties involved in compliance with the KHSAA Due Process Procedure adopted in compliance with KRS Chapter 13B? IF RESPONSE IS YES, A COPY OF THE DOCUMENTATION MAY BE REQUIRED.	YES	NO
55	I hereby attest that that the situations listed in Bylaw 6, Section 3 do not exist. IF RESPONSE IS NOT YES, YOU MUST PROVIDE DETAIL BELOW OR ATTACH ADDITIONAL TO YOUR REQUEST	YES	NO
56	ADDITIONAL COMMENTS. Please record any additional notes concerning school change or the case involving this student (<u>attach additional letter if necessary or if more space is needed</u>)		

SENDING SCHOOL SIGNATURES AND CERTIFICATIONS

I understand that the Principal's signature does not represent a final ruling in the case. I hereby certify that the information provided on this form is true and accurate to the best of my ability and that the Commissioner's Office shall resolve disagreements as to material facts in the case or verification of evidence.			
Principal / Designated Representative Signature and Position			
Print Name of Person Signing			
Date		Signature	
Email Address (for data gathering purposes only, no rulings can be made via electronic mail)		Daytime Phone	

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NOTE: IF COMPLETION OF PAGE 1 BETWEEN THE SCHOOLS RESULTS IN THE NEED TO COMPLETE THE REMAINDER OF THE FORM, THEN AFTER COMPLETION OF PAGES 5 AND 6, THE SENDING SCHOOL SHALL FORWARD THE ENTIRE FORM PAGES 2-6 BACK TO THE RECEIVING SCHOOL(S) WHO SHALL ENSURE COMPLETION AND THEN FORWARD THE ENTIRE FORM TO KHSAA FOR A RULING.

Rulings are issued in writing 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.