

CERTIFICATE OF TRANSFER

HARDSHIP EXCEPTION ELIGIBILITY APPLICATION

KSHSAA Transfer Rule 18-1-1 requires processing a *Certificate of Transfer* for all transfer students. Use this **Form T-E/H** (*Transfer- Eligibility/Hardship*) for waiver of the Transfer Rule when hardships are involved. **NOTE:** In addition, the student must meet all other rules and regulations; such as **Scholarship Rule 13, Bona Fide Rule 14, Enrollment Rule 15, Semester Rule 16, Age Rule 17**, etc.

SECTION A of this form is to be completed by the petitioning school **AND FAXED OR EMAILED TO THE PRINCIPAL** of the school from which the student transferred, requesting the required information in **SECTION B**. **If/when SECTION B is approved and returned to you, please send this form to the KSHSAA**, (Fax: 785-271-0236 or Email: kshsaa@kshsaa.org) for approval consideration.

Transfer Rule 18-1-13, to which this form applies, reads as follows:

HARDSHIP—This rule applies only to transfer students who, because of unforeseen, unavoidable, or unusual circumstances; including but not limited to, broken home conditions, death of parents or guardian and abandonment, find it necessary to change schools.

In accordance with K.S.A. 72-60c01, the KSHSAA recognizes hardship transfer status for children of active duty military personnel who qualify per the requirements of the "Interstate Compact on Educational Opportunity for Military Children."

- The situation may be referred to the Executive Board for evaluation by completing **Form T-E/H** from the *Entry Forms (online)*.
- The Executive Board may declare the student eligible, provided the change was necessary and there was no undue influence.
- If the Executive Board declares the student eligible under the foregoing circumstances, he or she shall be eligible upon notification.

SECTION A — TO BE COMPLETED BY PRINCIPAL OF SCHOOL TO WHICH STUDENT HAS TRANSFERRED

Name of student	
Date of birth	Age
Student's current address	
City Zip	
Student's grade in school (7th, 8th, 9th, 10th, 11th, 12th)	

Name of new school to which student has transferred	
Date on which the student started attending above school	
School address	
City Zip	
School Phone	School Fax or Email

Activities in which this transfer student wishes to be eligible per Rule 18-1-13, during his/her first calendar year (for high school)/first eighteen weeks (for middle/junior high school) of attendance in our school:

FATHER & MOTHER	MOTHER	FATHER	STUDENT PREVIOUSLY LIVED WITH	STUDENT CURRENTLY LIVES WITH
☐ Living Together	☐ Living	☐ Living	☐ Mother	☐ Mother
☐ Divorced	☐ Deceased	☐ Deceased	☐ Father	☐ Father
☐ Separated			☐ Other _____	☐ Other _____
Community in which parent(s) reside			School address	
School last attended			City	State Zip
Last day of attendance there				

STATE FULL DETAILS AND ATTACH DOCUMENTS TO THIS FORM

It is the responsibility of the petitioning school to supply statements of proof why it was necessary for the student to transfer because of unforeseen, unavoidable or unusual circumstances. **Be sure to include your explanation on a separate document and attach it to this form.** The above information, **SECTION A**, and this application for immediate eligibility is correct to the best of my knowledge. No undue influence was used by any person to encourage the transfer. In order to determine the student's eligibility for interscholastic activities, I will send this form to the principal of the school from which the above named student has transferred so they may complete **SECTION B**. After its return, I will then forward it to the KSHSAA for approval consideration.

Principal's Signature

Date

HARDSHIP ELIGIBILITY VERIFICATION

SECTION B — TO BE COMPLETED BY THE PRINCIPAL OF THE SCHOOL THE STUDENT LAST ATTENDED

Kansas State High School Activities Association **Transfer Rule 18-1-1** requires processing a *Certificate of Transfer* for all transfer students.

SECTION A has been completed by the school to which the student has transferred. Please complete the following, **SECTION B**, and return this form via fax or email to the originating school. *Attach a copy of the student's transcript if one has not been sent.* Your early reply is appreciated.

Student's Name _____

1. Would the student have been eligible for interscholastic activities if he/she remained in your school? If **NO**, why? _____
_____ ☐ YES ☐ NO
2. Did the student pass five new subjects (those not previously passed) in his/her last semester of attendance at your school? (If the answer is **no**, the student would not qualify for immediate eligibility due to scholarship deficiencies.) ☐ YES ☐ NO
3. If the student withdrew from your school during the course of a semester, was he/she enrolled and in attendance in at least five new subjects (those not previously passed) at the time of withdrawal? (If the answer is **no**, the student would not qualify for immediate eligibility due to enrollment deficiencies.) ☐ YES ☐ NO
4. In your opinion, was the transfer necessary in order for the student to have a home? If **NO**, explain. _____
_____ ☐ YES ☐ NO

5. Total semesters attended in the following grades: 7th ____ 8th ____ 9th-12th ____

6. List participation in interscholastic activities by number of seasons or years. **NOTE:** Participation in any part of a game, contest, activity, etc., constitutes participation for a season in that activity.

YRS.	YRS.	YRS.	YRS.	YRS.
a. ____ Debate	f. ____ Baseball	k. ____ Golf	p. ____ Swim. & Dive	u. ____ Wrestling
b. ____ Speech & Drama	g. ____ Basketball	l. ____ Gymnastics	q. ____ Tennis	v. ____ Other
c. ____ Instrumental Music	h. ____ Bowling	m. ____ Soccer	r. ____ Track & Field	
d. ____ Vocal Music	i. ____ Cross Country	n. ____ Softball	s. ____ Unified Bowling	
e. ____ Scholars Bowl	j. ____ Football	o. ____ Spirit	t. ____ Volleyball	

7. **Certification by principal of former school — PLEASE CHECK:** The above information is correct to the best of my knowledge.

I DO ☐ **I DO NOT** ☐ certify the reasons for transfer as stated in **SECTION A** are correct.

8. **I DO** ☐ **I DO NOT** ☐ approve eligibility in the new school according to the Hardship section of KSHSAA **Transfer Rule 18-1-13** per their application for immediate eligibility on behalf of the above named student.

NOTE: State reasons if not approved

Principal's Signature

Date

School

Address

City

State

Zip

School Phone

School Fax or Email

KSHSAA OFFICE USE ONLY

This application for immediate transfer eligibility is

☐ **APPROVED**

☐ **NOT APPROVED**

NOTE: If not approved, the student is ineligible under the Transfer Rule for one calendar year (high school)/eighteen weeks (middle/junior high school) for all KSHSAA activities.

Date

KSHSAA Executive Director

T-E/H