

# New Administrator's Workshop - 2020

IHSA Residence and Transfer



## Transfer and Residence by-law thoughts

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- It remains in the best interest of students to start and finish their high school years in the same school.
- IHSA member schools establish the provisions within all by-laws. (By-law Amendment Proposal process)
- Students transfer and residence eligibility is not determined by whether or not the student was recruited by the receiving school.



## IHSA By-law 3.030 Residence

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- Fundamental Principle – To be eligible with regard to residence, a student must live with his/her parents, custodial parent (court appointed), or guardian appointed by a judge.
- Our by-law is much more restrictive than the law that governs who can attend your school.



## IHSA By-law 3.030 Residence

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- On your registration materials ask some form of the following question:
  - Does the student reside with his/her parents, custodial parent, or court appointed guardian?
  - If the answer is no, a **RED FLAG** should go up indicating additional information is required.





## IHSA By-law 3.030 Residence

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- The Residence By-laws provide provisions for Public Schools, Private Schools, Public Schools without boundaries, and students in Prescribed Conditions.
- Prescribed Conditions include the following:
  - Residential Students
  - Students who have completed 3 years of high school at the same school
  - Foreign Exchange Students
  - Special Education and Vocational Students



## IHSA By-law 3.040 Transfer

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- When a student transfers from one high school to an IHSA member school, the student must comply with the transfer by-laws and the residence by-laws.
- Transfer student defined – Any student who is in your school this year who was not in your school last year. The exception is an incoming freshman who is enrolling in your high school for the first time.



## IHSA By-law 3.040 Transfer

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- Principals' Concurrence 3.041 – IHSA By-laws require that both the sending school principal and the receiving school principal approve a transfer prior to any participation in interscholastic athletics.
- Sign-off by both principals of the transfer does not necessarily mean a student is eligible.



## IHSA By-law 3.040 Transfer

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- IHSA By-law 3.042 – After the official start date of an IHSA season, a student transferring from one school to another, is ineligible for any sport in which he/she has been participating. Furthermore, the student is ineligible for all sports for 30 days.
- Same sport – different seasons



## IHSA By-law 3.040 Transfer

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- IHSA By-law 3.043.1 through 3.043.4 articulates situations in which transfer students may be eligible.
  - 3.043.1: Student and parent/custodial parent/legal guardian move in conjunction with the transfer
  - 3.043.2: Student and parent/custodial parent/legal guardian move attendance zones within a multiple high school district





## IHSA By-law 3.040 Transfer

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- A ruling by the Executive Director is required under IHSA By-law 3.043.3:
  - The student is enrolling in his/her home public school with boundaries for the first time
  - Change in family's financial position
  - Extenuating circumstances documented by the sending school's principal or official representative
  - Limited eligibility may be granted when the student transfers schools prior to the beginning of the student's sophomore year



## IHSA By-law 3.040 Transfer

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- All other transfers require a ruling by the Executive Director prior to participation in interscholastic athletics.
  - 3.044 – 3.046 (Orphan, Change in Guardianship, Other Circumstances)

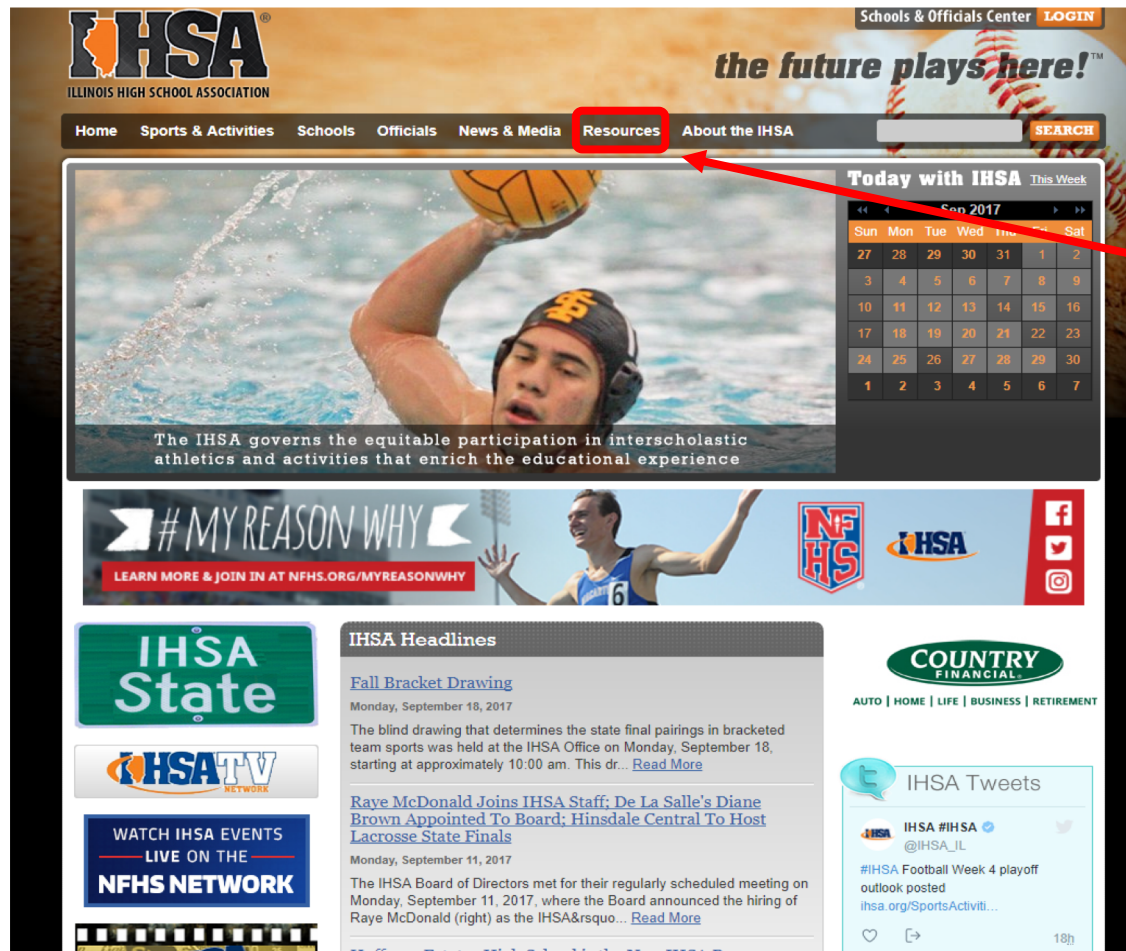


## IHSA By-law 3.040 Transfer

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- IHSA By-law 3.047 requires that a member school enforce any period of ineligibility imposed or would have been imposed upon the student by the school from which the student is transferring.
- The sending school must report any ineligibility to the receiving school on the Principals' Concurrence Form.

# Finding the Forms



The screenshot shows the IHSA website homepage. The navigation menu at the top includes: Home, Sports & Activities, Schools, Officials, News & Media, Resources (highlighted in red), and About the IHSA. A red arrow points from the 'Resources' menu item to the first step of the instructions. Below the navigation menu is a large banner image of a water polo player with the text: 'The IHSA governs the equitable participation in interscholastic athletics and activities that enrich the educational experience'. To the right of the banner is a calendar for September 2017. Below the banner is a section for '#MYREASONWHY' with a link to 'LEARN MORE & JOIN IN AT NFHS.ORG/MYREASONWHY'. The main content area is divided into three columns: 'IHSA State' with a 'WATCH IHSA EVENTS LIVE ON THE NFHS NETWORK' button; 'IHSA Headlines' with two news items: 'Fall Bracket Drawing' (Monday, September 18, 2017) and 'Raye McDonald Joins IHSA Staff; De La Salle's Diane Brown Appointed To Board; Hinsdale Central To Host Lacrosse State Finals' (Monday, September 11, 2017); and 'COUNTRY FINANCIAL' with a navigation menu (AUTO | HOME | LIFE | BUSINESS | RETIREMENT) and 'IHSA Tweets' showing a tweet from @IHSA\_IL about the #IHSA Football Week 4 playoff outlook.

1. Go to [www.ihsa.org](http://www.ihsa.org)
2. Put cursor over 'Resources'
3. Select 'Download Center'

# Finding the Forms

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The screenshot shows the IHSA (Illinois High School Association) website's Download Center. The page has a navigation menu with links for Home, Sports & Activities, Schools, Officials, News & Media, Resources, and About the IHSA. A search bar is also present. The main content area is titled 'Download Center' and features a sidebar with various resource categories like COVID-19, Coaches' Education, and Download Center. The main content is organized into tabs: Forms, Documents, Education, and Graphics. The 'Forms' tab is active, displaying a list of PDF documents. A red box highlights the 'Eligibility Forms' section, which includes links to 'Eligibility Information, 2020-21', 'Principals' Concurrence Regarding Transfer, 2020-21', 'Transfer Component from Receiving School Coach, 2020-21', 'Transfer Eligibility Form, 2020-21', 'Residence Eligibility Form, 2020-21', 'Affidavit of Residence, 2020-21', and 'Home School Fact Sheet'. A red arrow points from the right side of the slide to this highlighted section.

Resources

- COVID-19
- Coaches' Education
- Download Center
- Equity Center
- Sports Medicine
- Awards & Recognition
- Sportsmanship
- Video
- Merchandise

Forms Documents Education Graphics

In order to view "PDF" documents, we recommend using Internet Explorer. You must also have installed Adobe Acrobat Reader, a program that allows your browser to display documents in their original format.

If you do not have Adobe Acrobat Reader on your computer, it can be downloaded directly from Adobe's web site, without charge, by clicking the button to the right.

[Athletes With Disabilities](#)

- [Request for Accommodation](#) (PDF)

[Contracts](#)

- [Contract for Athletic Officials](#) (PDF)
- [Contract for Interscholastic Contests](#) (PDF)

[Eligibility Forms](#)

- [Eligibility Information, 2020-21](#) (PDF)
- [Principals' Concurrence Regarding Transfer, 2020-21](#) (PDF)
- [Transfer Component from Receiving School Coach, 2020-21](#) (PDF)
- [Transfer Eligibility Form, 2020-21](#) (PDF)
- [Residence Eligibility Form, 2020-21](#) (PDF)
- [Affidavit of Residence, 2020-21](#) (PDF)
- [Home School Fact Sheet](#) (PDF)

[Foreign Exchange Student Program Approval Forms](#)

- [Foreign Exchange Student Program Approval Form, 2020-21](#) (Programs only -- not for student or host family) (PDF)
- Foreign Exchange Student Eligibility Request Form -- available only to administrators in [Schools Center](#), click on "Eligibility Requests & Rulings" icon

[Non-School Competition Participation Request](#)

- Non-School Competition Participation Request Form -- available only to administrators in [Schools Center](#), click on "Eligibility Requests & Rulings" icon

[Maps](#)

- [Map of IHSA Schools, 2020-21](#) (complex PDF document, requires a printer with lots of memory)

RT. PLAY HARD.

- Once at the 'Download Center', the "Forms" tab should be the default page.
- Select the needed forms under 'Eligibility Forms'





# Eligibility Forms

## [Eligibility Forms](#)

- ▶ [Eligibility Information, 2020-21](#) (PDF)
- ▶ [Principals' Concurrence Regarding Transfer, 2020-21](#) (PDF)
- ▶ [Transfer Component from Receiving School Coach, 2020-21](#) (PDF)
- ▶ [Transfer Eligibility Form, 2020-21](#) (PDF)
- ▶ [Residence Eligibility Form, 2020-21](#) (PDF)
- ▶ [Affidavit of Residence, 2020-21](#) (PDF)
- ▶ [Home School Fact Sheet](#) (PDF)



# When is it necessary to secure an eligibility ruling?

- Student transfers in conjunction with the change in residence and resides with both parents
- Clean Concurrence form
- Maintain a copy of the principals' concurrence form – no ruling required.
- 30-day period of ineligibility if transferring during the school year

- All other circumstances
- Send in the paperwork to secure an eligibility ruling.
- Necessary paperwork: Principals' Concurrence form, Transfer eligibility form, Transcript and other forms pertinent to the transfer

Questions?

