



IHSA – NAW 2021

ILLINOIS HIGH SCHOOL
ASSOCIATION

The Future Plays Here!

Residence/Transfer Review

PLAY SMART.  PLAY HARD.



Our Mission

ILLINOIS HIGH SCHOOL
ASSOCIATION

The Future Plays Here!

The IHSA governs the equitable participation in interscholastic athletics and activities that enrich the educational experience.

PLAY SMART.  PLAY HARD.

IHSA By-law 3.030 - Residence

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

IHSA By-law 3.030 - Residence

- 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 required.

IHSA By-law 3.030 - Residence

- 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

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Craig Anderson
F1860

IHSA Staff

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Foreign Exchange Eligibility Requests

[Foreign exchange eligibility requests](#) | [submit request/worksheet](#)

Tips for Completing the Foreign Exchange Eligibility Request Process

When making eligibility requests for foreign exchange students, administrators are reminded of the following:

1. If possible, complete the student worksheet with the foreign exchange student in lieu of sending it home with the student.
2. Make sure an administrator reviews all answers to the worksheet before inputting those answers in the request form, giving special attention to the following:
 - a. Birthdate
 - b. Years attended/Culminating year of school in student's home country
 - c. Whether the student has graduated or not
 - d. Whether or not the student passed 25 credit hours (earned 2.5 credits) last semester
 - e. Whether or not the student's local representative lives within 120 miles of the student/host family

(The above are among the more common reasons eligibility requests are denied so if an answer to the above doesn't seem correct, an administrator should follow up with the student, guidance department, or host family for additional information.)
3. Ensure that an administrator reviews the completed request before sending and that his/her name is listed on the form.

For a demonstration of how to fill out the form, watch [this brief video](#).

You will need to return to this page a couple of days after you have submitted your request to check the status of the request. If the status is listed as pending or disapproved you can click on the edit button on the far left of the student's name to check to see if additional information or clarification is needed. Those items will be flagged. You will also be able to see the reason for a student's disapproval. Additional information and/or clarification should be emailed to [Craig Anderson](#). If you have questions regarding a request, please call our office at 309-663-6377 and ask for Craig Anderson or Tina Brown.

Non-School Competition Participation Requests

[submit NSCP request](#)

IHSA By-law 3.031 - Residence

- Public School Students meet the residence by-law when:
 - They reside full time with parents, custodial parent/legal guardian or they currently and for the last two years prior to enrolling in high school resided with a family member or relative who provided full support of the student within the boundaries of the attendance area of the high school they attend; or
 - They reside with parents or custodial parent/legal guardian and have attended 7th and 8th grade as a tuition paying non-resident student in the district in which the high school they attend is located; or
 - They reside with one birth or adopted parent or other relative without assignment of custody provided:
 - Their residence is in the attendance area of the member school they attend is located; and
 - They attended that member school the previous school term.
 - If a freshman, they attended both 7th and 8th grade in the district.

IHSA By-law 3.040 - Transfer

- 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 high school this year who was not in your school last year. The exception is an incoming freshman who is enrolling in high school for the first time.

IHSA By-law 3.040 - Transfer

- Principals Concurrence – 3.041. IHSA by-laws require that both the sending principal and the receiving principal approve a transfer prior to any participation in interscholastic athletics. A copy of the Principals' Concurrence Form is available at IHSA.org.
- When both principals concur with the transfer, this does not necessarily mean a student is eligible.



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Today with IHSA

July 2021

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COVID-19 Resources & Information

The IHSA has created a COVID-19 resource [page](#). For the latest information on the IHSA related to COVID-19, including Return To Play Guidelines, 2020-21 sport season schedules, sport specific considerations and other educational materials, visit the page by clicking [here](#).

IHSA Headlines

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[COUNTRY Financial Teacher Spotlight: Keegan Hill, Mendota High School](#)

Thursday, June 24, 2021

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[COUNTRY Financial Teacher Spotlight: Kyle Harlow, Herrin High School](#)

Friday, June 18, 2021

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2021-22 Principals' Concurrence Regarding Transfer

USE THIS FORM TO OBTAIN PRINCIPALS' CONCURRENCE WITH A STUDENT TRANSFER

When a student transfers to a member school from any other high school, the receiving school principal/official representative must promptly complete and exchange this form with the principal/official representative of the sending school. **Note: A student is not eligible to participate in an interscholastic contest until the Principals' Concurrence Regarding Transfer Form is fully executed by both principals and is on file in the offices of the school to which the student transfers.**

- **REMINDER: CONCURRENCE WITH THE TRANSFER BY BOTH PRINCIPALS/OFFICIAL REPRESENTATIVES IS REQUIRED BUT DOES NOT GUARANTEE OR ASSURE ELIGIBILITY.**
- **In accordance with the IHSA Constitution, only the IHSA's Executive Director may issue an official ruling.**
- **If questions 9, 28, or 29 are marked with yes or questions 10, 30 or 31 are marked no or with reservations, the receiving school must request an eligibility ruling from the Executive Director.**

(Please Note: "Receiving School" refers to the school into which the student transfers; "Sending School" refers to the school from which the transfer is made.)

Section 1 -- To be completed by Receiving School and sent to the Sending School for concurrence.

1. Student's Name: _____
2. Receiving School (Indicate Town and School): _____
3. Sending School (Indicate Town and School): _____
4. Date of Transfer (When student actually began attending class in your school): _____
5. Date School Year Began at Your (Receiving) School: _____
6. Student's Birth Date: ____/____/____ Student's School Grade: ____9 ____10 ____11 ____12
7. ____ Yes ____ No Does the student reside full-time with parents, custodial parent or court appointed legal guardian?
List address here: _____
8. ____ Yes ____ No Has there been a change in guardianship or custody in conjunction with this transfer?
9. ____ Yes ____ No Are you aware of any IHSA By-law (recruiting, transfer, etc.) that may result in a period of ineligibility for this student athlete? If yes, explain:

10. ____ Yes ____ No Do you believe this student-athlete transferred in a manner that is within the requirements of IHSA Eligibility
____ Yes, with reservations rules found in the IHSA Constitution and By-laws? If No, or if you have reservations, please explain:

11. _____
Signature of Receiving School Principal/Official Representative Date

Section 2 – To be completed by the Transferring Athlete and Parent

Signature of Receiving School Principal/Official Representative

Date

Section 2 – To be completed by the Transferring Athlete and Parent

12. Please provide a short narrative of the purpose/need for the transfer of schools:

13. Please list all non-school (AAU/Club) team affiliations: (Failure to list affiliations may compromise eligibility)

Sport	Team Name	Coach Name (First, Last)	Year

Was your transfer for any of the following reasons?

14. ☐ Yes ☐ No To obtain the athletic advantage of a superior or inferior athletic team, a superior athletic facility or a superior coaching staff
15. ☐ Yes ☐ No To obtain relief from a conflict with the philosophy or action of an administrator, teacher, or coach relative to athletics
16. ☐ Yes ☐ No To seek a team consistent with the student's athletic abilities
17. ☐ Yes ☐ No To nullify punitive action taken by the previous school

18. If yes to any of the above, please explain:

*****Continued on Next Page*****

A transfer based upon undue influence includes, but is not limited to, an offer or acceptance of any athletic award, gift, amenity, gratuity or benefit that might include money, extension of credit, meals, travel, use of vehicles, promise of athletic scholarships, promise of a rostered spot on a high school team, school privileges or considerations not granted to other students.

19. ☐ Yes ☐ No This transfer is based upon the acceptance or promise of undue influence.
20. ☐ Yes ☐ No I have received one or more of the items listed above from a receiving school representative as inducement to transfer schools and participate in athletics at that school.
21. ☐ Yes ☐ No I was contacted and/or recruited by an agent of the receiving school, a coach, or other representative, with the expressed intent to obtain my attendance at the receiving school.
22. ☐ Yes ☐ No Does a connection exist between any current/former club coach and a member of the high school coaching

Student Signature _____

Date _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Section 3 -- To be completed by Sending School and returned to Receiving School

24. ____ Yes ____ No To your knowledge, is the information provided in Section 1 and 2 true and correct?
25. Date School Year Began at Your (Sending) School: _____
26. ____ Yes ____ No Was this student academically for or suspended from school or athletics at the time of the transfer OR would the student have been ineligible or suspended from school or athletics if he/she remained at your school? If yes, explain and indicate the penalty for the student's violation: (By-law 3.047)
- _____
- _____
- 26.1 What penalty was imposed or would have been imposed? _____
- 26.2 What is the date on which the period of ineligibility or suspension will be completed? _____
- _____
27. ____ Yes ____ No Did this student participate in a try-out, practice or contest this school year prior to the transfer? If so, what sport(s): _____
28. ____ Yes ____ No Do you have evidence/suspicion of recruiting which influenced this transfer? If yes, explain and attach available documentation: _____
- _____
29. ____ Yes ____ No Are you aware of any IHSA By-law (recruiting, transfer, etc.) that may result in a period of ineligibility for this student athlete? If yes, explain and attach available documentation: _____
- _____
30. ____ Yes ____ No Do you believe this student transferred in a manner that is within the requirements of the IHSA
____ Yes, with reservations Eligibility rules found in the IHSA Constitution and By-laws? If No, or if you have reservations, please explain: _____
31. ____ Yes ____ No Do you concur with the transfer? If No or if you have reservations, please explain: _____
____ Yes, with reservations _____
32. _____
Signature of Sending School Principal/Official Representative Date _____

THIS FORM MUST BE RETAINED ON FILE BY THE RECEIVING SCHOOL UNTIL THE STUDENT GRADUATES.

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Illinois High School Association
2715 McGraw Dr., Bloomington, IL 61704
Phone: 309-663-6377
Fax: 309-663-7479

2021-22 IHSA Transfer Eligibility Form

USE THIS FORM IN CONSIDERATION OF A STUDENT'S ELIGIBILITY
AND TO OBTAIN A RULING IN REGARD TO TRANSFER

By-law 3.040 and all its subsections pertain to the TRANSFER ELIGIBILITY of students in member schools. When a student transfers to a member school from any other high school, the receiving school principal/official representative must complete this form in consideration of the student's compliance with IHSA eligibility by-laws. Refer to the By-law listed with each question to decide if a ruling by the Executive Director is to be requested. [Please Note: "Receiving School" refers to the school into which the student transfers; "Sending School" refers to the school from which the transfer is made.] **Reminder: In accordance with the IHSA Constitution, only the Executive Director may issue an official and binding ruling.**

The fields in this form will accept a cursor and can be filled out prior to printing.

1) Student's Name

☐ Male

☐ Female

2) Student's Grade

☐ 9

☐ 10

☐ 11

☐ 12

3) Receiving School (town and school)

4) ☐ Yes

☐ No

Did the student participate in a **practice, try-out or interscholastic contest** in the current school year at the sending school? If Yes, list the sport(s):

[By-law 3.042]

5) ☐ Yes

☐ No

Did the student **and** his/her parents, custodial parent, surviving parent or court appointed legal guardian change residence from one public high school district to a different public high school district in conjunction with this transfer? [By-law 3.040, Subsection 3.043.1]

5.1) ☐ Yes

☐ No

If NO to question 5, is this transfer the first time the student is enrolling in his/her home public high school? [By-law 3.043.3]

5.2) ☐ Yes

☐ No

If NO to question 5, is the transfer a result of a change in the family's financial position? If yes, documentation must be

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Phone: 309-663-6377
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2021-22 Residence Eligibility Form

USE THIS FORM IN CONSIDERATION OF A STUDENT'S ELIGIBILITY
AND TO OBTAIN A RULING IN REGARD TO RESIDENCE

By-law 3.030, and all of its subsections pertain to the RESIDENCE ELIGIBILITY of students in member schools. The student must actually be attending the school before the Residence Eligibility form is utilized. A student's eligibility regarding residence is contingent upon the student meeting the applicable criteria of this by-law. If an eligibility ruling regarding residence is requested, this form must be completed and sent to the Executive Director for a ruling. Refer to the by-law reference listed with each item to decide if a ruling by the Executive Director is to be requested. **REMINDER: In accordance with the IHSA Constitution, only the IHSA's Executive Director may issue an official ruling.**

The fields in this form will accept a cursor and can be filled out prior to printing.

SECTION 1 - Complete for ALL Students

- 1) Student's Name
- 2) Town and School
- 3) Date student began attending class in your school
- 4) Date your school term began
- 5) Student's birth date Student's Grade ☐ 9 ☐ 10 ☐ 11 ☐ 12
- 6) Number of semesters (including current one) student has attended high school ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ More
If more than 8, how many? Explain:
- 7) Address where student resides
(Attach a copy of the completed Affidavit of Residence with this form.)

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2021-22 Transfer Component from Receiving School Coach

USE THIS FORM WHEN IDENTIFIED AS NECESSARY PER THE PRINCIPALS' CONCURRENCE FORM

1. Student's Name _____
Sport _____
Head Varsity Coach _____
School _____
2. When did you first learn this student was considering transferring to your school?

3. From whom did you get this information? _____
4. ____ Yes ____ No Prior to the student's enrollment at your school, did you or any member of your coaching staff (past or present) speak with, email, text or communicate in any other fashion with the student and/or his/her family?
5. With whom did you or member(s) of your coaching staff speak (list all with approx. dates)?

6. Who initiated the conversation? Where did it occur?

7. Was any financial incentive (grants, reduced tuition, scholarships, etc.) offered as a part of any conversation? If so, describe in the space provided below.

8. Were any non-tangible (playing time or guaranteed rostered spot, collegiate scholarship, etc.) items discussed? If so, describe in the space provided below.

9. ____ Yes ____ No Are you aware of this student's participation in any non-school athletic programs? If so, answer the questions below.

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State of Illinois)

County of _____)

2021-22 Affidavit of Residence

(I) (We), _____ having first been sworn upon (my) (our) oath depose and say as follows:

That (I am) (we are) the parent(s), foster parent(s), or court ordered legal guardian(s) of _____, age _____, and that (his) (her) residence is _____ (street address), City (Village) of _____, _____ County, Illinois, within the territorial boundaries of _____ School District, _____ County(ies), Illinois. That the said child's residence within the said school district has not been established solely for the purpose of attending the schools thereof. That the following facts are sworn to in order to permit the said school district to enroll the said child in the schools of said district as a resident.

Length of time both the child and parents, custodial parent or legal guardian have resided at the above address: _____

The said child eats (his) (her) meals regularly at said residence Yes ____ No ____

The said child sleeps regularly at said residence Yes ____ No ____

The said child spends (his) (her) weekends regularly at said residence Yes ____ No ____

The said child spends (his) (her) summers regularly at said residence Yes ____ No ____

Child provides _____% of (his) (her) support.

FURTHER YOUR AFFIANT SAYETH NOT.

Signature(s)



66°F



5
7/

IHSA By-law 3.040 - Transfer

- 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.

IHSA By-law 3.040 - Transfer

- IHSA By-law 3.043.1 through 3.043.4 articulates situations in which transfer students may be eligible.
- Under the provisions of 3.043.3, a ruling by the Executive Director is required prior to participation in interscholastic athletics.
- All other transfers require a ruling by the Executive Director prior to participation in interscholastic athletics.

IHSA By-law 3.043.1 - Transfer

- The student transfers attendance in conjunction with a change in residence by both the student and his/her parents, custodial parent, surviving parent (in the case of a student with one deceased parent), or guardian from one public high school district to a different public high school district.

IHSA By-law 3.043.2 - Transfer

- The student transfers attendance from one public high school in a school district which supports two (2) or more public high schools to another public high school in that school district and the transfer is with a change in residence by both the student and his/her parents, custodial parent, surviving parent, or guardian to a residence within the boundaries established by the governing board of the school district for the high school to which the student transfers.

IHSA By-law 3.043.3 - Transfer

- In the event the student transfers attendance from any high school to any other high school and the transfer is **not** in conjunction with a change in residence by both the student and his/her parents, custodial parent, surviving parent, or guardian to a residence outside the boundaries of the public school district attendance area the family originally resided in, the Executive Director may grant eligibility based on documentation that the transfer was necessitated by one or more of the following:

IHSA By-law 3.043.3 - Transfer

- Student is enrolling for the first time in his/her home public school with boundaries,
- 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 prior to the beginning of the student's sophomore year and does not otherwise meet the transfer by-law.

IHSA By-law 3.043.4 - Transfer

- The student, who is a child of divorced or legally separated parents, transfers attendance from one high school to another in conjunction with a change in legal custody between the parents by action of a judge of a court of proper jurisdiction, and a change in the student's residence from the former custodial parent to the parent to who custody has been awarded by the court, provided that a copy of the petition and the court order is on file with the principal of the high school to which the student transfers.

IHSA By-law 3.040 - Transfer

- IHSA By-law 3.047 requires that a member school enforce any period of ineligibility imposed or that 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.



Requesting a Ruling - Transfer

▪ Required Information

- Principals' Concurrence Form;
- Transfer Eligibility Form
 - Additional Information;
- Up to Date Student Transcript;
- Documentation of a “Change in Financial Position” if applicable;
- Documentation of “Extenuating Circumstances” from the **SENDING** school if applicable.

Questions

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