

# 2023-2024 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**

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:  
\_\_\_\_\_  
\_\_\_\_\_

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 staff of the receiving school? If yes, explain:  
\_\_\_\_\_  
\_\_\_\_\_

If it is discovered that information on this document was falsified, the student could be required to serve a period of ineligibility not to exceed 365 days at the time of discovery.

23. \_\_\_\_\_  
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 ineligible 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.