



**STEP 1.** This form is to be utilized for all students transferring from one high school to another with a valid change of residence and foster students who are attempting to gain athletic eligibility.

**CIF BYLAW 206B—CONTINUING RESIDENTIAL ELIGIBILITY**

2. a. **Valid Residence**

A valid residence is defined as the location where the student’s parent(s), guardian(s), or caregiver(s) (with whom eligibility has been established) live with that student and thereby have the use and enjoyment of that location. A student (with the student’s parent(s), guardian(s), or caregiver(s) with whom eligibility has been established) may only have one valid residence at one time.

b. **Valid Change of Residence**

Determination of what constitutes a valid change of residence depends upon the facts in each case, however, to be considered, the following facts must exist:

- (i) The original residence must be abandoned as a residence by the immediate family; AND
- (ii) The student’s entire immediate family must make the change and take with them the household goods and furniture appropriate to the circumstances. For eligibility purposes, a family unit may not maintain two or more residences; AND
- (iii) The change of residence must be genuine, without fraud or deceit, and with permanent intent; AND  
**NOTE:** A student whose family makes a valid move into a new school boundary (see iv. below) is immediately residentially eligible for varsity competition when a CIF 206/510 form is completed and approved by the NCS Office. A subsequent move into a different school boundary by the family (or other family members) during the next 12 calendar months will result in the student being declared ineligible until cleared for competition by the Section Commissioner.
- (iv) Evidence must be submitted that a valid change of residence has occurred. (See opposite side for examples.)

**OTHER REQUIRED PARAMETERS**

The student is not transferring as a result of a disciplinary situation (CIF 209); AND

In the event of a change of schools due to a valid change of residence, a student will be allowed to participate in the same sport at two different schools not to exceed, in total, the maximum number of contests in that sport as established by the Section. (CIF 206.B.12)

**STEP 2: SCHOOLS SHALL CONFIRM ANY TYPE OF PRE-ENROLLMENT CONTACT-Read below**

**Pre-Enrollment Communication or Contact**

**Bylaw 207.C(3) and Bylaw 510C**

A transfer of a student from his or her current school of attendance with or without a corresponding change of residence to any high school wherein the student participates or participated, during the previous 24 months, on a non-school athletic team, (i.e. AAU, American Legion, club team, etc.) that is associated with the new school in the sports previously participated in shall be considered prima facie\* evidence (“sufficient evidence”) of undue influence/recruiting by the school to which the student transfers. Such transfer may be considered prima facie evidence that the student enrolled in that school in whole or in part for athletic reasons. A team associated with the school is one that is organized by and/or coached by any member of the coaching staff at, or any other person associated\*\* with that school and/or on which the majority of the members of the team (participants in practice and/or competition) are students who attend that school. When a prima facie case (“sufficient evidence”) of undue influence/recruiting exists, the student shall be ineligible to represent the new school in interscholastic athletic competition for a period of one calendar year from the date of the student’s enrollment in the new school unless sufficient proof is presented to the satisfaction of the Section Commissioner that rebuts or disproves the evidence of undue influence/recruiting for athletic reasons.

**NOTE:** This shall apply to the sport(s) coached by the new coach in the previous 24 months.

\*\*Defined as: \* *Persons “associated” with a school include, but are not limited to: current or former coaches, current or former athletes, parent(s)/guardian(s)/caregiver of current or former student/athletes, booster club members, alumni, spouses or relatives of coaches, teachers and other employees, coaches who become employed, active applicants for coaching positions, and persons who are employed by companies or organizations that have donated athletic supplies, equipment or apparel to that school.*

**Bylaw 207.C(4) and Bylaw 510D**

A student at any grade level who transfers to a new school within one calendar year of the relocation of his/her high school coach to that school with or without a corresponding change in residence shall be considered prima facie evidence (“sufficient evidence”) of undue influence/recruiting by the school to which the student transfers or may be considered prima facie evidence that the student enrolled in that school in whole or in part for athletic reasons. The student shall not be eligible to participate in interscholastic competition for one calendar year from the date of enrollment in the new school in all sports in which the student participated at the former school. When a prima facie case of undue influence/recruiting exists, the student shall be ineligible to represent the new school in interscholastic athletic competition for a period of one calendar year from the date of the student’s enrollment in the new school in all sports in which the student participated at the former school unless sufficient proof is presented to the satisfaction of the Section Commissioner that rebuts or disproves the evidence of undue influence/recruiting for athletic reasons.

**Bylaw 207.C(5)**

Any pre-enrollment communication as described above must be disclosed in full, and in writing, to the appropriate Section. The Section Commissioner shall determine if the pre-enrollment communication is a violation of CIF Bylaw 510.

**STEP 3-COMplete STUDENT INFORMATION:**

**VERIFICATION OF A VALID  
CHANGE OF RESIDENCE -FORM 206**

STUDENT \_\_\_\_\_ Please circle: **GRADE LEVEL**  
 Last First Middle M F 9 10 11 12

PREVIOUS ADDRESS \_\_\_\_\_  
 Street City State Zip

CURRENT ADDRESS \_\_\_\_\_  
 Street City State Zip Phone

TRANSFER FROM: \_\_\_\_\_ H.S. TRANSFER TO: \_\_\_\_\_ H.S.

PLACE A CHECK MARK IN FRONT OF EACH SPORT YOU COMPETED IN AN INTERSCHOLASTIC SPORT CONTEST **AT ANY LEVEL** DURING THE 12 MONTHS PRECEDING THE TRANSFER AT YOUR PREVIOUS SCHOOL:

<b>This includes all scrimmages, practice games, pre-season games, league games, playoff games etc.!</b>					
<input type="checkbox"/> BADMINTON	<input type="checkbox"/> BASEBALL	<input type="checkbox"/> BASKETBALL	<input type="checkbox"/> CROSS COUNTRY	<input type="checkbox"/> FIELD HOCKEY	<input type="checkbox"/> FOOTBALL
<input type="checkbox"/> GOLF	<input type="checkbox"/> GYMNASTICS	<input type="checkbox"/> LACROSSE	<input type="checkbox"/> SKIING	<input type="checkbox"/> SOCCER	<input type="checkbox"/> SOFTBALL
<input type="checkbox"/> SWIMMING	<input type="checkbox"/> TENNIS	<input type="checkbox"/> TRACK	<input type="checkbox"/> VOLLEYBALL	<input type="checkbox"/> WATER POLO	<input type="checkbox"/> WRESTLING
<input type="checkbox"/> I DID NOT PLAY SPORTS AT ANY LEVEL IN THE LAST 12 CALENDAR MONTHS					

**STEP 4:** SCHOOLS SUBMITTING THIS FORM MUST VERIFY THAT THIS STUDENT HAS MADE A VALID CHANGE OF RESIDENCE IN ACCORDANCE WITH CIF BYLAWS AND SUBMIT THIS PROOF WITH THIS APPLICATION.

Evidence must be submitted that a valid change of residence has occurred. No single document listed below or combination thereof establishes residency. The Section Commissioner and/or school has the discretion to request additional documents that he/she deems necessary to confirm residency. Evidence may include:

<input type="checkbox"/> Property tax receipts;	<input type="checkbox"/> Bank account statements;	<input type="checkbox"/> Credit card statements;
<input type="checkbox"/> Real estate documents indicating and verifying a change of residence (sale and purchase, for instance);		
<input type="checkbox"/> Court documents indicating a change of residence;		
<input type="checkbox"/> Declaration of residency executed by the student's parent(s)/guardian(s)/ caregiver;		
<input type="checkbox"/> Operative telephone and utility service at the student's new residence and terminated at the former residence;		
<input type="checkbox"/> Utility service receipts;	<input type="checkbox"/> Voter registration listing the new address;	<input type="checkbox"/> Proof of entering a long-term lease;
<input type="checkbox"/> Proof of paying for utilities at the new residence including phone, gas, electricity, water, cable television, and garbage collection;		
<input type="checkbox"/> Proof of submitting a change of address to the U.S. Postal Service to receive mail at the new residence;		
<input type="checkbox"/> Proof of transfer of the parent(s)/guardian(s)/caregiver and age-appropriate student's motor vehicle registration;		
<input type="checkbox"/> Proof of changed address on the parent(s)/guardian(s)/caregiver and age-appropriate student driver's license;		
<input type="checkbox"/> Rent payment receipts;	<input type="checkbox"/> Declaration of residency executed by the student's parent(s)/guardian(s)/ caregiver;	

**STEP 5. READ AND SIGN (PARENT/GUARDIAN)**

**NOTE BEFORE SIGNING! Bylaw 202(B)(1):**

If it is discovered that any parent, guardian, caregiver or student has provided false information in regards to any aspect of eligibility status on behalf of a student, that student is subject to immediate ineligibility for CIF competition at any level in any sport for a period of up to 24 calendar months from the date the determination was made that false information was provided.

**WAIVER:** By filing this application for interscholastic athletic eligibility, I specifically authorize any and all of this student's former and current/new high schools to release all records regarding this student and to disclose to the CIF Section ("CIF") representative any information or documentation needed or requested by the "CIF" in making this eligibility determination. I authorize the "CIF" to use that information in making its decision. I understand that the "CIF" may be unable to grant athletic eligibility absent the disclosure of relevant information or documentation from this student's former or current/new high schools. I am authorized to make this request.

SIGNATURE OF PARENT/GUARDIAN	SIGNATURE OF STUDENT	DATE
<p>By signing this affidavit below, I certify that no person who is associated* with the athletic department of the new school, or is part of the booster club of the new school or who was acting on their behalf, has had communication, directly or indirectly, through intermediaries or otherwise with this transfer student, student's parents, legal guardian or caregiver, or anyone acting on behalf of this student, prior to the completion of the enrollment process at the new school. I also certify that the student has not participated during the previous 24 months on any non-school athletic team* (i.e., AAU, American Legion, club team, etc.) that is associated* with or coached by anyone associated* with the new school. (*See Bylaw 510 for definition of a non-school athletic team and term associated.) I also certify that at the time of transfer there was no disciplinary action in place or pending and that there was no verbal or written disagreement with any member of the former school's coaching staff, anyone associated with the athletic department or any school administrator in the 12 months prior to the student's transfer.</p> <p><i>If you are unable to certify that the above statements are true, do not sign below. Please attach a complete written disclosure of the specifics to this form.</i></p>		
SIGNATURE OF PARENT/GUARDIAN	SIGNATURE OF STUDENT	DATE

**STEP 6 SCHOOL ADMINISTRATOR**

My signature below certifies that to the best of my knowledge no person who is associated\* with our athletic department or is part of our booster club, or who is acting on our behalf, has had communication, directly or indirectly, through intermediaries or otherwise with this transfer student, student's parents, legal guardian or caregiver, or anyone acting on behalf of the student, prior to the completion of the enrollment process. Furthermore, I am not aware of this student participating during the previous 24 months on any non-school athletic team that is associated\* with our school. *If you are unable to certify that the above statements are true, do not sign below. Please attach a complete written disclosure of the specifics to this form.*

**AND**

My signature below certifies that to the best of my knowledge this student has made a CIF-defined valid change of residence out of the public school attendance area in which their former family residence was located and into another public school's attendance area and is enrolled under a district/school approved enrollment process and our school have done our best to verify those facts in accordance with the CIF Bylaws. *If you are unable to certify that the above statement is true, you should not submit this form.*

ADMINISTRATOR SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

**STEP 7 ENROLLING SCHOOL SUBMITS THIS FORM** TO THE NORTH COAST SECTION OFFICE VIA MAIL OR FAX (925-263-2120) UPON COMPLETION.

- RETAIN A COPY FOR YOUR RECORDS.
- STUDENTS ARE NOT ELIGIBLE TO SCRIMMAGE OR COMPETE AGAINST OTHER SCHOOLS UNTIL THEY HAVE BEEN CLEARED BY THE SECTION OFFICE AND THE ENROLLING SCHOOL HAS BEEN NOTIFIED.