



## Student Intent to Transfer Certificate

**NOTE: This form, or its substantial equivalent, must be completed and a copy maintained at the receiving school for inspection at the request of the OSAA prior to the student's affiliation with the school to which the student is transferring. See Rule 8.6.5, "Transfers to a School with Affiliation" outlined on the back of this document for more information.**

**Completion of this form does not confirm the student's eligibility at the receiving school. Eligibility is subject to all other Association Rules and Regulations.**

Name of Student \_\_\_\_\_ Birth Date        /        /         
Month / Day / Year

Name of Parents and Address of Joint Residence \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

School Currently Attending \_\_\_\_\_ City \_\_\_\_\_

School to Which Transferring \_\_\_\_\_ City \_\_\_\_\_

Intended Transfer Date \_\_\_\_\_

### CERTIFICATION BY ADMINISTRATOR OF SCHOOL CURRENTLY ATTENDING

I affirm that I am aware of the above student's intent to transfer as indicated above.

Signature \_\_\_\_\_ Date  
*Administrator*

### CERTIFICATION BY PARENT AND STUDENT

Under penalty of perjury, I affirm that no coach, parent, administrator, teacher or other representative of the receiving school initiated contact or offered any inducements for the purpose of having the student attend the receiving school for athletic participation. I understand that the student hereafter may become ineligible if a coach with whom the student has been affiliated in the past calendar year is subsequently hired by the receiving school. I also affirm that there has been no affiliation, as stated in OSAA Rule 8.6.5, prior to the signing of this certificate by all parties above.

Parent Signature \_\_\_\_\_ Date

Student Signature \_\_\_\_\_ Date

### CERTIFICATION BY ADMINISTRATOR OF SCHOOL TO WHICH TRANSFERRING

I affirm that I am aware of the above student's intent to transfer as indicated above. I understand that the student hereafter may become ineligible if a coach with whom the student has been affiliated in the past calendar year is subsequently hired by the receiving school. I also affirm that there has been no affiliation, as stated in OSAA Rule 8.6.5, prior to the signing of this certificate by all parties above.

Signature \_\_\_\_\_ Date  
*Administrator*

***This form expires one year from the date of the last signature.***

**Excerpt OSAA Handbook, Rules, Rule 8.6.5, Transfers to a School with Affiliation****8.6.5. Transfers to a School with Affiliation.**

Despite compliance with the other provisions of these Rules, a high school student who attends, participates or was eligible to participate for a school, and then transfers to another school is ineligible for one calendar year from the last date of participating or receiving instruction as described below under any of the following circumstances:

- (a) The student transfers from a public, private or charter school within one calendar year after:
- (1) Participating in non-school athletics (e.g. AAU, American Legion, club team, or other non-school teams) on a team affiliated with the school to which the student transfers or may represent under [Rule 8.5. – School Representation](#) or [Article 6.5. Cooperative Sponsorship](#), AND/OR
  - (2) Receiving athletic or activities instruction, including weight training and conditioning, from a person affiliated with the school to which the student transfers or may represent under [Rule 8.5. – School Representation](#) or [Article 6.5. Cooperative Sponsorship](#).

**EXCEPTION:** The eligibility of a full member private school student who transfers to a public school at which the student has previously been a participant in a school sport or activity is not affected by this rule for said sport or activity. The eligibility of an Associate Member school student who transfers to or from a public school at which the student has previously been a participant in a school sport or activity is not affected by this rule for said sport or activity.

- (b) The student transfers from a home school within one calendar year after:
- (1) Participating in non-school athletics (e.g. AAU, American Legion, club team, or other non-school teams) on a team affiliated with the school to which the student transfers or may represent under [Rule 8.5. – School Representation](#) or [Article 6.5. Cooperative Sponsorship](#), AND/OR
  - (2) Receiving athletic or activities instruction, including weight training and conditioning, from a person affiliated with the school to which the student transfers or may represent under [Rule 8.5. – School Representation](#) or [Article 6.5. Cooperative Sponsorship](#).

**EXCEPTION:** The eligibility of a home school student who transfers to or from a public or private school at which the student has previously been a participant in a school sport or activity or was eligible to participate in a school sport or activity is not affected by this rule for said sport or activity.

1. **Q.** At what point is a student considered a member of a non-school affiliated team?  
**A.** If a student participates in a practice or contest, that student is considered a team member and is a part of the roster.
2. **Q.** What constitutes a “team affiliated with the school”?  
**A.** A team is considered to be “affiliated with the school” if more than half the number of students on the team’s roster or regularly participating in practices or contests are from that school.
3. **Q.** Who is considered to be a part of the school coaching staff?  
**A.** A coach (paid or volunteer) is anyone involved in coaching a team that has contact with students more than three times in a sports season.
4. **Q.** Does Transfer [Rule 8.6.5](#) apply to incoming 9th graders?  
**A.** No, all students are eligible when they enter the beginning year of a four-year (grades 9-12) high school for the first time.
5. **Q.** How may a student document that the transfer process was initiated prior to participating on a non-school team associated with the school to which the student is transferring?  
**A.** The student should complete the “Student Intent to Transfer Certificate,” or its substantial equivalent, prior to participation at the school to which the student is transferring.
6. **Q.** If a student receives instruction from a coach, then the coach moves to a different school, may the student transfer to the “new” school of the coach without jeopardizing his or her eligibility?  
**A.** No. The student’s eligibility may be in jeopardy if the student transfers to the school where that coach currently coaches regardless of whether the coach’s current school is where the coach was employed at the time of the instruction. The student’s potential ineligibility is linked to the coach from whom instruction was received, not to the school of the coach at the time of the instruction.
7. **Q.** Under Transfer [Rule 8.6.5](#)., if a student receives instruction from a coach who is also **their** parent, then the coach/parent moves to a different school, may the student transfer to the “new” school of the coach/parent without jeopardizing **their** eligibility?  
**A.** Yes, provided that within the last calendar year the student has not received instruction from any other person affiliated with the school to which the student transfers and/or the student has not participated on a team affiliated with the school to which the student transfers.
8. **Q.** Does receiving athletic instruction or attending [a camp or clinic](#) at which a person affiliated with the school to which a student transfers place the student’s eligibility in jeopardy under [Rule 8.6.5](#).?  
**A.** Yes. Further, any time a student and coach attend the same camp, instruction is considered to have taken place.
9. **Q.** If less than one calendar year has passed since a student-received instruction from a coach and the student transfers to the school of that coach, is the student eligible?  
**A.** No. The period of ineligibility for a student who transfers to a school with which an instructor is affiliated (or with which a non-school team is affiliated) is one calendar year from the last time the student received instruction from the coach (or played for the school). For example, if the student transfers to the school within one calendar year of receiving instruction, the student is ineligible until one calendar year has passed since the last date of instruction.
10. **Q.** If a student is ineligible for one year because the student participated on a non-school team associated with a school prior to transferring to that school, may the student file a hardship appeal to regain eligibility?  
**A.** If application of the rule will work an undue hardship upon the student due to circumstances beyond the control of each of the student and the student’s parent(s), the school at which the student wishes to participate may submit an Eligibility Request Form to the District Committee to petition for reinstatement of eligibility.
11. **Q.** If a student participates as part of a cooperative sponsorship for one school and then transfers to the other school in the cooperative sponsorship, does the student remain eligible?  
**A.** No, because the transfer is to a school with affiliation.
12. **Q.** *If a student transfers to a school, or provides notice of intent to transfer, and afterwards a coach from whom the student has received instruction becomes a coach at the same receiving school, is the student still subject to the one year of ineligibility from the last date of instruction or participation, because the coach from whom they received instruction is now at the new school?*  
**A.** *Yes. The affiliation rule does not depend on whether the student or the coach moves from a common school first. If a student received instruction from a coach, then for one year from the last date of that instruction, the student is ineligible to compete at another school if the coach from whom they received instruction becomes a coach at that same new school.*

See OSAA Handbook, Rules, [Rule 8.6.5](#)., “[Transfers to a School with Affiliation](#)” for additional information.