



STUDENT TRANSFER HARDSHIP DOCUMENTATION MATRIX

This matrix, created with input from athletic directors and parents, is intended to provide guidance for documentation needed when a request for hardship may be presented by the receiving school. It is important to note that, in any request for hardship, the burden of proof is on the student (AIA Bylaw 15.14.2) and that, while that documentation is needed in order for the school to consider a hardship request, document submission does not guarantee that a hardship will be granted.

REQUESTED HARDSHIP	REQUIRED DOCUMENTATION
Exception 1 - • Change of Legal Custody • Redesignation of Residential Parent in a Shared Parenting Plan • Change of custody/guardianship from parent(s) to a non-parent/agency/Ward of the Court	Documentation - • A copy of the court order or court mediation, changing custodianship signed by a judge • A copy of the court order or court mediation, re-designating the residential parent within the shared parenting plan signed by a judge • A copy of the court order or agency placement changing the custody/guardianship from the parent(s) to the non-parent or agency signed by a judge or agent of a protective services agency.
Exception 2 - • Transfer due to allegation of student on student harassment, intimidation or bullying	Documentation - • The former school district or school's Anti-Harassment, Anti-Intimidation, Anti-Bullying policies and procedures per A.R.S. § 15-341(36a) • A specific detailed report of the reported incident • Documentation of the parent/guardian following the district/school complaint process, prior to student withdrawing and enrolling in another school, including but not limited to: ○ Dates of meetings with school and/or district administration ○ Emails confirming dates of meetings • Documentation/Report of the intervention strategies and action

	taken by the school to address and correct the concern, prior to student withdrawing and enrolling in another school.
Exception 3 - Transfer due to allegation or report of bullying, harassment or intimidation by a school employee/coach	Documentation - - The former school district or school's Anti-Harassment, Anti-Intimidation, Anti-Bullying policies and procedures per A.R.S. § 15-341(36a) - A specific detailed report of the reported incident - Documentation of the parent/guardian following the district/school complaint process, prior to student withdrawing and enrolling in another school, including but not limited to: - Dates of meetings with school and/or district administration - Emails confirming dates of meetings - Documentation/Report of the intervention strategies and action taken by the school to address and correct the concern prior to student withdrawing and enrolling in another school.
Exception 4 - Transfer due to financial change of circumstance or transportation issues	Financial Change of Circumstance Documentation - - Previous two-years income tax returns - Current earnings statement - List of monthly expenditures - Proof of a change in job status <i>Note - Financial matters such as decisions related to enrollment that includes school tuition are foreseeable from the time of enrollment through graduation at the time of initial enrollment.</i> Transportation Issue Documentation - - Specific information related to the loss of transportation (if financial, provide documentation listed in Exception 4) <i>Note - Enrollment at a school requiring</i>



	<i>personal transportation is a foreseeable event prior to enrolling in the school.</i>
Exception 5 - • A bona fide family move from one part of the state to another part of the state	Documentation - • Proof of residence in the new school including but not limited to: ○ Home purchase/rental agreements ○ Utility bills in the name of parents/guardians • Documentation of former home sale or the termination of a lease agreement • Documentation of job transfer if applicable.
Exception 6 - • Other	Documentation - For hardship requests that do not fall into the previous categories, documentation to be provided in accordance with AIA Bylaw 15.14.1.1 through 15.14.1.5.

Prior Contact - Despite compliance with the other provisions of AIA Bylaws, a student who transfers from one school (sending school) to another school (receiving school) is ineligible in the sport involved for one year from the date of attendance at the receiving school if prior contact is determined per AIA Bylaw 15.12.4.14.