CIF CENTRAL SECTION
VALID CHANGE OF RESIDENCE CERTIFICATION
REQUIRED DOCUMENTATION

STUDENT NAME: _____

SCHOOL NAME: _____

DATE: _____

In order for the school to certify a **Valid Change of Residence** for athletic participation, per the CIF definition of a VCOR (***CIF Bylaw 206***), the following documents are **REQUIRED** to be provided.

A transfer application will not be entered into the CIF transfer system (CIF Home) by the school until **ALL** requirements are met. The CIF Commissioner may request additional documentation if it is deemed necessary to confirm the VCOR.

NOTE: Providing incorrect, inaccurate, incomplete or false information can lead to ineligibility for up to 24 months (CIF Bylaw 202B) for the student.

Consistent with section 11432(g) of the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. §. 11301 et seq.), proof of a valid change of residence of a parent/legal guardian within a school district shall not be required for a homeless or unaccompanied youth, as defined in section 11434a(6) of Title 42 of the United States Code. A homeless or unaccompanied youth may file for athletic eligibility pursuant to CIF Bylaw 207.B.(5)c.(viii)(e) and need not submit the below-identified documentation. (See CIF Hardship form)

ATHLETIC DIRECTORS: Please **initial** each line upon collecting and verifying the documentation

REQUIRED - All Five (5) Must Be Submitted:

_____1. Real estate documents indicating & verifying the Valid Change of Residence OR proof of entering a long-term lease (minimum of 12 months).

_____2. Proof of former residence address being terminated (lease termination letter, escrow closing papers).

_____3. Bank account statement/credit card statement with new residence address indicated.

_____4. Proof of at least 2 utility services/monthly bills in the family's name at the new residence address **and** documentation of termination of the same at the former address (cell phone, auto insurance, trash, sewer, water, pay stub, water, cable tv, etc.).

_____ 5. Proof of change in address on the parent(s)/caregiver(s) and age-appropriate student's driver's license to new residence address.

At Least One (1) Of the Following Items Are Required to Be Submitted

_____ A. Proof of the submission of an official Change of Address notification to the US Postal Service (USPS) to receive mail at the new residence address.

_____ B. Proof of voter registration listing the new residence address.

_____ C. Proof of transfer of parent(s)/guardian(s)/caregiver(s) and age-appropriate student's motor vehicle registration to new residence address.

(See Ed.Code § 48204.1)

The Athletic Director/Administrator of the school submitting the valid change of residence request, must initial on the line, indicating that the documentation has been reviewed and verified. In the event that a family or student is unable to provide some or any of the specified documentation, the family should immediately advise the Athletic Director or a school site administrator. The Athletic Director or school site administrator shall discuss the situation with the CIF Commissioner.

Parent/Guardian/Caregiver Signature:_____

(By signing, I certify that I have provided the school with all required and truthful documentation of a VCOR, as stated above)

Athletic Director/Assistant Principal Signature: _____

(By signing, I certify that the school has collected, reviewed and is in possession of all required documentation of a VCOR, as stated above)

1. Upload this checklist with **Parent/Student Signature** form into transfer case in CIF Home.
2. Keep all copies of documentation on file at your school site and **UPLOAD ALL DOCUMENTATION COLLECTED INTO THE CIF HOME SYSTEM.**