

Determining Student Eligibility for NIAA Sponsored Sports High School Athletics

This document has been created to provide a guide for Clark County School District (CCSD) High Schools to ensure consistency for the approval of students to participate in Nevada Interscholastic Activities Association (NIAA) sponsored sports contests. This resource document offers up-to-date requirements that can be shared in an easy to follow checklist format.

1. INITIAL ELIGIBILITY (NAC 385B.700-786)

➤ **Aktivate Registration**

- Log into www.aktivate.com > *Navigation* > *Sports* > Click on [Sport] > Click *View* under *Total Registrations*
- Add students to a [spreadsheet](#) as they register and update until cleared
- Review the *Status* and *Missing* columns, adding information to the spreadsheet
- *View Registration* for each student
 - Verify completion of *Electronic Documents* and *Final e-signatures*
 - Mark *Electronic Records Release* complete under *Physical Documents*, file hard copy for 7 years
 - Review and approve or upload the *NIAA Medical Eligibility Form* under *Physical Documents*

➤ **Infinite Campus (IC)**

- From the student's *Registration*, review the *Athlete Profile*
- Compare the student's *Summary* tab in IC to the *Athlete Profile* information in Aktivate
 - Verify the student's name and primary address
 - Verify the parent(s)/guardian(s) name(s) and address(es)
 - Verify the student's zone of attendance
 - <https://www.ccsd.net/schools/zoning/search/>
 - Verify that insurance information is provided
- Review the student's *Enrollment* history in IC
 - Click on the current year and the prior year for enrollment code (e.g., Shared Housing, COSA, Magnet, etc.)
 - Any student not enrolled at your school for 180 school days is a transfer, including gaps in enrollment

➤ **Transfers**

- From the student's *Profile*, click on the sport *Registration* > *Transfer* > *View Transfer*
- Verify completion of all signatures on the *NIAA Tryout Checklist*
- Verify that **all** *High School Check* questions and any additional questions are answered **correctly**
 - *Reject and Send Back to Athlete* or *Change Transfer Type* under *Administrator Options* for any errors
- **Verify that** all proper documentation is provided prior to clicking *Submit to NIAA* for approval
- Review *Transfer History Notes* under *Administrator Options* if the transfer is sent back by CCSD or NIAA

➤ **Grade/Credit Check**

- Review the student's transcript or report card and verify that the student completed two units of credit (four semester courses) for the immediately preceding semester or quarter, failed no more than one class, and earned a 2.0 unweighted Grade Point Average
- Students in Grade 9 are exempt until first quarter grades/credits are posted to Infinite Campus
- Students are eligible for eight consecutive semesters beginning with their enrollment in Grade 9 coursework, regardless of participation

➤ **Students Approved by School Administration**

- Students in 9th grade residing with both biological parents (*Non-Transfer Residence Verification*)
- Students who have been continuously enrolled at your school for 180 school days or longer who have not had a change in guardianship, residency, or enrollment status during that time period (*Non-Transfer*)
- Students not enrolled at your school, but who have received previous approval by the NIAA with no changes to enrollment, guardianship, or residency (*Not A Transfer* > *Transfer Previously Approved*)

➤ **CCSD Transfer Determinations**

- All students in Grade 9 (Non-Transfer Residence Verification)
- All students new to your school within the past 12 months (CCSD to CCSD schools or from out of state)
- Hardship appeals (Shared Housing, temporary guardians, guardianship changes, transfer from Magnet/Open Enrollment (OE) (previously Change of School Assignment (COSA))
- All School Choice programs: Magnet/IB, OE (including sub-varsity appeals)
- All Administrative Placements (AP) and Administrative School Assignments (ASA)
- All homeschooled students are zoned for your school
- All CCSD charter, NVLA, technical academies, and CSN HS enrollments are zoned for your school

2. CHANGE IN RESIDENCE (NAC 385B.712, NAC 385B.714, NAC 385B.718 & NAC 385B.740)

- **Proof of Residence** - For any changes in residence within 180 school days, verify that the parent has provided two documents that meet proof of residency requirements by uploading:
- The deed or mortgage statement for the residence; OR
 - A complete lease agreement with all signatures; OR
 - A bill for the payment of utility services, such as water, gas, power, sewer, or garbage service; OR
 - A driver's license that includes the address of the residence
- NOTE: documents must include all full pages, and bills must be within the past 30 days
- **Abandoned Former Residence** - Verify that the parent has provided evidence establishing abandonment of the former residence (*regardless of in-state or out-of-state*):
- A document indicating the sale of the former residence, a formal move-out letter from the leasing agency/landlord, or eviction notice at the old address; OR
 - Transfer of service notification or termination of service for utility services, such as water, gas, power, sewer, or garbage service
- **Prior Participation**
- Verify that the student did not practice or participate in any sanctioned sport at more than one school during the school year, including any school outside of Nevada, regardless of whether that school is an affiliate school

3. HARDSHIP DEFINITION (NAC 385B.024)

- **Hardship**
- "Hardship" means an unusual circumstance that:
 - Is beyond the normal control of a pupil or a parent/legal guardian of the pupil; and
 - Is not related to participation by the pupil in a sanctioned sport
- **The burden of proof is on the parent/school**
- Must be a situation that is out of the parent's/student's control
 - Supporting documentation for the hardship claim is required (e.g., legal documents, a letter from a doctor, etc.)
 - This **cannot** only be a letter from the parent or guardian
 - School or curricular preference is not a hardship
 - Transportation, poor grades, attendance, and/or citizenship are not considered hardships
 - Each case is unique and evaluated on the basis of facts in that case, as supported by the evidence submitted

4. ELIGIBILITY DOCUMENTATION

The following situations require eligibility determinations by the CCSD Athletic Office or the NIAA. All documents must be uploaded to Aktivite. Additional information/documentation may be requested.

Assembly Bill 184, Section 7 also allows for a one-time transfer in certain circumstances such as transferring prior to Grade 10 and transferring to schools using a lottery system.

➤ **Administrative Placement**

- Ineligible for 180 school days if placed by OE Department, but may apply for a hardship regarding the reason for placement
- Education Services Division (ESD) placements are eligible with the approval of the transfer application

- Upload the following documents:
 - Copy of assignment letter (ESD or OE)
 - Two proofs of residence
 - Supporting documentation regarding the catastrophic circumstance, if placed by OE Department
- **CCSD Career and Technical Academy (CTA) (NAC 385B.724)**
 - A student attending a CTA (e.g., West Career and Technical Academy) that does not offer the sanctioned sport is eligible to participate at the zoned school
 - Upload the following documents:
 - Two proofs of residence within the school's attendance zone
- **Open Enrollment (OE) (NAC 385B.744)**
 - OE enrollments based on a lottery are eligible for varsity athletics for the first 180 school days of their enrollment unless they have previously used the provisions of Assembly Bill (AB) 184
 - Student enrolled on an OE who have previously used the provisions of AB 184 are ineligible for varsity athletics for the first 180 school days of their enrollment (Students in Grade 12 are ineligible)
 - Upload the following documents:
 - Two proofs of residence
 - Questionnaire from the zoned school
 - Students enrolled through OE who return to their zoned school or transfer to any other school are ineligible for 180 school days, but may apply for a hardship
- **Charter School (NAC 385B.726, NAC 385B.720, NAC 385B.012)**
 - Incoming students in Grade 9 who transfer from a Charter School to a public school **do** require approval from the CCSD Athletic Office; a Middle School transcript must be reviewed to verify previous enrollment
 - Incoming students in Grades 10 – 12 who transfer from a Charter School to a public school require **NIAA approval**
 - Students in Grades 9 – 12 enrolled at a Charter school that does not offer the sport can participate at the school within the zone of attendance, and require **NIAA approval**
- **College of Southern Nevada High School (NAC 385B.730)**
 - If the student is enrolled in a high school within a community college of the Nevada System of Higher Education, they are eligible to participate in sanctioned sports at the school within the zone of attendance
 - Upload the following documents:
 - Two proofs of residency within the school's attendance zone
 - All other programs (e.g., Nevada State HS) require **NIAA approval** and proof of enrollment
- **Divorce (NAC 385B.712)**
 - A student is eligible in the zone of the parent with primary physical custody in the case of divorce
 - A student remains eligible in their current zone if the divorce occurs while they are enrolled in high school and joint custody is granted
 - A student establishes eligibility with the parent they enroll with in Grade 9 if divorce occurred prior to high school and joint custody is granted
 - Any change in guardianship results in ineligibility for 180 school days, unless court ordered documentation is presented with a primary/sole physical custody change
 - Upload the following documents:
 - A complete copy of the divorce decree
 - A complete copy of the custodial decree (if not included in the divorce decree)
 - Two proofs of residence
- **Homeless/Title I HOPE**
 - Student must be identified in Infinite Campus in the Homeless tab as Doubled Up or Hotels/Motels
 - Upload the following documents:
 - Screenshot of Homeless tab
 - Document of abandonment, if applicable
 - Two proofs of residence, if available
 - All other documents normally associated with a transfer:
 - Custody documents, if applicable
 - Transcript
 - Questionnaire from all zoned/attended schools in the past 12 months

➤ **Homeschool (NAC 385B.734, NAC 385B.026)**

- Students enrolled in a homeschool program can participate at the school within the zone of attendance
- Upload the following documents:
 - Copy of the **receipt** from CCSD for the Letter of Intent to Homeschool
 - Copy of the **receipt** from CCSD for the Letter of Intent to Participate in Programs & Activities
 - Two proofs of residence showing residency for 12+ months within the school's attendance zone
 - Document of abandonment, if applicable
 - Enrollment verification with the number of classes and credits being taken
 - Start date and completion date of coursework, including anticipated graduation date
 - Student transcript

➤ **Magnet School (NAC 385B.722, Definition NAC 385B.030)**

- The variance code in Infinite Campus must identify a student as a magnet student
- Upload the following documents:
 - Two proofs of residence
 - Document of abandonment, if applicable
 - Questionnaire from the zoned school
- Students enrolled in a magnet program who return to their zoned school or transfer to any other school are ineligible in any sport they rostered in during their enrollment for 180 school days
 - A student transferring prior to the start of Grade 10 or to a school with a lottery may be eligible for all sports if they have not already used the provisions of AB 184

➤ **Non-Transfer Residence Verification (NAC 385B.712)**

- All incoming freshmen must have their residence and guardianship verified
- Upload the following documents:
 - Two proofs of residence
 - Custodial paperwork, if applicable
 - Transcript if the student did not attend CCSD middle school
 - Document of abandonment, if applicable
- Approved/denied by school administration for students with biological parents living together in household
- Approved/denied by CCSD for students in single parent homes, including with a step-parent, and/or who have legal/temporary guardians, or are in Foster Care

➤ **Parent Separation (NAC 385B.712)**

- Student remains eligible in the current zone if separation occurs while the student is enrolled in high school
- Student establishes eligibility with the parent they enroll with in Grade 9 if separation occurred prior to high school
- Any change in guardianship results in ineligibility for 180 school days
- Upload the following documents:
 - Legal documentation of custody agreement, if available
 - Two proofs of residence
 - Document of abandonment, if applicable

➤ **Shared Housing (NAC 385B.712)**

- Students enrolled through Shared Housing are Ineligible for 180 school days, but may apply for a hardship
- Upload the following documents:
 - Two proofs of residence in the parent(s) name(s) (e.g., ID, government/medical doc, insurance, car payment, bank statement, phone bill, pay stub)
 - Complete a hardship application regarding why the family is living in shared housing
 - **Documentation** to support hardship (e.g., legal documents, a letter from a doctor, etc.)
 - Document of abandonment, if applicable

➤ **Temporary Guardianship (NAC 385B.712)**

- Students living with temporary guardians are ineligible for 180 school days, but may apply for hardship
- Upload the following documents:
 - Copy of a current, unexpired notarized Temporary Guardianship document
 - Detailed hardship letter written by the parent/guardian giving up custody
 - **Documentation** to support hardship (e.g., legal documents, a letter from a doctor, etc.)
 - Two proofs of residence

- Document of abandonment, if applicable

5. NIAA TRANSFER APPROVALS / NOT CCSD ATHLETIC OFFICE

- Private to Public Transfers Grades 10 – 12
- Charter to Public Transfers Grades 10 – 12
- Foreign Exchange Students and International Transfers
- Level II Appeal Hearings
- Level III Appeal Hearings

6. APPEAL PROCESS

➤ Hardship (NAC 385B.024, NAC 385B.902)

- A student may file a hardship appeal in Aktivite for most ineligible circumstances
- Administrators should communicate with the parent/guardian regarding the student being ineligible, explain the hardship appeal process, and determine if there is reasonable evidence for a hardship appeal to be submitted
- “Hardship” means an unusual circumstance that:
 - Is beyond the normal control of a pupil or a parent/legal guardian of the pupil; and
 - Is not related to participation by the pupil in a sanctioned sport
- The burden of proof is on the parent/school:
 - To prove hardship exists, and
 - The hardship is related to the need for the student to transfer schools
 - To provide adequate documentation to prove the hardship exists
 - Legal documents, medical records, school behavior records, etc.
 - This **cannot** only be a letter from the parent or guardian
 - School or curricular preference, transportation, poor grades, and attendance are examples of situations not considered hardships
- Each case is unique and evaluated on the basis of facts in that case, as supported by the evidence submitted
- Assembly Bill 184, Section 4 also allows for specific hardship appeals under certain circumstances

➤ Level II Hearing (NAC 385B.908, NAC 385B.910)

- Students denied eligibility may appeal their ineligibility, in most but not all cases, through a Level II appeal
- Administrators should meet with the family to review the denial letter provided by the NIAA
- Administrators should explain the process for a Level II Hearing to the family, which includes:
 - The parent/guardian must email the NIAA requesting the hearing, including the reasoning why they feel that the determination that was made was incorrect based on the NIAA regulations
 - The parent/guardian must send a check to the NIAA office or call and pay with a credit card over the phone with a \$500 nonrefundable hearing fee
 - The parent/guardian, student, and any witnesses will attend a hearing with a hearing officer to review their transfer application and documentation
 - The hearing officer will have 10 days to render their decision at the conclusion of the hearing
 - Administrators must inform the family that no new evidence or documentation may be presented at the hearing, and anything additional must go back to a first level determination

➤ Level III Hearing (Assembly Bill 184, NRS 385B.100.4)

- Students denied eligibility after a Level II Hearing may appeal the decision through a Level III appeal
- Administrators should meet with the family to review the denial letter provided by the NIAA and the decision by the Level II Hearing officer
- Administrators should explain the process for a Level III Hearing to the family, which includes:
 - The parent/guardian must email the NIAA requesting the hearing, including the reasoning why they feel that the determination by the Level II Hearing officer was incorrect based on the NIAA regulations
 - The parent/guardian must send a check to the NIAA office or call and pay with a credit card over the phone with a \$500 nonrefundable hearing fee
 - The parent/guardian, student, and any witnesses will attend a hearing with a hearing officer appointed by CCSD to review their transfer application and documentation
 - The hearing officer will have 10 days to render their decision at the conclusion of the hearing

- Administrators must inform the family that no new evidence or documentation may be presented at the hearing, and anything additional must go back to a first level determination