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Nevada Interscholastic Activities Association

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This document has been created to provide a guide for Nevada Interscholastic Activities Association (NIAA) Member High Schools to ensure consistency for the approval of students to participate in NIAA-sanctioned sports.

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/determination is made
  - Review the *Status* and *Missing* columns adding information to spreadsheet
  - *View Registration* for each student
    - Verify completion of *Electronic Documents (if applicable)* and *Final e-signatures*
    - Review and approve or upload the *NIAA Physical Form* under *Physical Documents (if applicable)*
      - Ensure only the *Medical Eligibility Form* (page 7) is uploaded *(or provided as a hard copy)*
- **School Registration System (*i.e. Infinite Campus*)**
  - From the student's *Registration*, review the *Athlete Profile*
  - Compare the student's school registration information to the *Athlete Profile* information in Aktivate
    - Verify the student's name and primary address match
    - Verify the student's date of birth and grade match (**NEW**: ineligible if 19 prior to August 1)
    - Verify insurance information is provided
    - Verify the parent(s)/guardian(s) name(s) and address(es) match
    - Verify the student's zone of attendance, if applicable
  - Review the student's *Enrollment* history in the school registration system
    - Identify how the student is enrolled in the school (e.g. affidavit of residency, out of zone waivers)
    - **Any student not enrolled at YOUR high school for 180 school days must show "transfer pending" and requires approval, including gaps in enrollment and ALL freshmen.**
- **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 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 all proper documentation is provided prior to clicking *Submit to NIAA* for approval
  - Review *Transfer History Notes* under *Administrator Options* if transfer is sent back by the 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 grading period, failed no more than one class, and earned a 2.0 unweighted Grade Point Average ("Traditional Status")
  - Students not meeting one or more of these requirements are "Non-Traditional" status and ineligible until the first three-week grade check where they may regain eligibility with all passing classes until next check
  - Verify the student is currently enrolled in at least two units of credit (4 semester courses)
  - Students in 9th grade are exempt until first grading period grades/credits are posted
  - Students are eligible for eight total semesters beginning with their enrollment in ninth grade, 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 continually enrolled at your school for 180 school days or longer (Non-Transfer)
  - Students who have received previous approval by the NIAA with no changes to enrollment, guardianship, or residency *(Not A Transfer > Transfer Previously Approved - must include name of approver and date)*

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

- **Proofs of Residence** - For any changes in residence within 180 school days of the season, verify that the parent/guardian 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 a 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, formal move out letter from property management/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 Nevada regardless of whether that school is an affiliate school

3. ELIGIBILITY DOCUMENTATION

The following situations require eligibility determinations to be made by the NIAA. All documents must be uploaded in Aktivate. Additional information/documentation may be requested.

General Transfer Rules

- NAC 385B.716 (amended July 2026) states a student is ineligible for 180 school days in any sport they rostered in within the past 180 school days upon first enrollment or transfer to a school
  - For all transfers between school types (public, magnet, charter, private, out-of-zone waivers), the following is required:
    - Two proofs of residence
    - Questionnaire (TEF) from previous school
    - Transcript
    - Complete hardship application regarding the reason for transfer, if applicable
    - Documentation to support hardship (e.g., legal documents, doctor's letter, etc.), if applicable
- 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
- R021-25 allows for a one-time transfer waiver for students who have not used the provisions of AB184, Section 7 or the one-time transfer waiver and meet all other eligibility requirements including, but not limited to, residency, guardianship, and enrollment

Other Transfer Situations

- **Affidavit of Residency (NAC 385B.712)**
  - Students who are enrolled while living with their parent(s)/guardian(s) in a residence located in the home of another adult are ineligible for the first 180 school days of their enrollment., 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 hardship application regarding why the family is living with others
    - Documentation to support hardship (e.g., legal documents, doctor's letter, etc.)
    - Document of abandonment, if applicable
    - Questionnaire (TEF) from previous school, if applicable
    - Transcript

- **Charter School (NAC 385B.712, NAC 385B.726, NAC 385B.012)**
  - Incoming 9th graders enrolling at a member charter school for the first time must complete a Non-Transfer Residence Verification (see that section)
  - Students who are attending a charter school that does not offer the sport they wish to participate in must complete a transfer application for NIAA approval to compete at their zoned public school
  - Upload the following documents:
    - Two proofs of residence within the school's attendance zone
    - Transcript
    - Questionnaire (TEF), if enrolled school is a member school
    - Verification of enrollment at charter school (if not verifiable through the transcript or TEF)

- **Divorce (NAC 385B.712, NAC 385B.714, NAC 385B.718)**
  - 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 ninth grade 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/exhibits (if not included in the divorce decree)
    - Two proofs of residence
    - Transcript
    - Questionnaire from previous school, if applicable

- **Foreign Exchange (NAC 385B.738)**
  - Foreign Exchange students may participate for up to one school year at the school they are accepted at through a CSIET approved J-1 program
  - Upload the following documents:
    - Full application to the CSIET approved program
    - Copy of student's J-1 VISA
    - Transcript, if not included in packet, with translated courses and grades for all years of high school

- **High Schools within a Community College (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
  - A student who was previously enrolled and eligible at a school who transfers to a high school within a community college may appeal to the NIAA to remain eligible at the previous school, regardless if it is their publicly zoned school, if their previous school will allow them to continue participating while not enrolled
  - Upload the following documents:
    - Two proofs of residence
    - Proof of enrollment (acceptance letter/email, schedule)
    - Transcript

- **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 the school district for the Letter of Intent to Homeschool
    - Two proofs of residence within the school's attendance zone
    - Enrollment verification with number of classes and credits being taken
    - Start date and completion date of coursework, including anticipated graduation date
    - Transcript

- **<u>International Students</u> (NAC 385B.738, NAC 385B.712)**
  - Students who transfer to a member school from another country will be required to meet the same residency and guardianship requirements as any other student.
  - Students on a temporary or visitor VISA are not eligible for NIAA-sanctioned sports
  - Upload the following documents:
    - Birth certificate/passport
    - U.S. Health Insurance
    - Immigration Documents/VISA (F-1)
    - Untranslated transcript and English translation of transcript
    - Letter from foreign school with recommended equivalent grade in the U.S.
    - Letter from current school with explanation of grade placement
    - Two proofs of residence

- **<u>Magnet School</u> (NAC 385B.722, NAC 385B.724, NAC 385B.030)**
  - Verify the student is enrolled in the magnet program at your school
  - Upload the following documents:
    - Two proofs of residence
    - Questionnaire (TEF) from the zoned school
  - Students enrolled at a magnet school that does not offer the sport they wish to participate in, may be approved by the NIAA to participate at their zoned school
  - Students transferring to a magnet school after enrolling in ninth grade are ineligible to participate in any sport they previously rostered in pursuant to NAC 385B.716

- **<u>Non Transfer Residence Verification</u> (NAC 385B.712)**
  - **<u>ALL</u>** incoming freshmen must have their residence and guardianship verified
  - Upload the following documents:
    - Two proofs of residence
    - Custodial paperwork, if applicable, or email/notarized letter from biological parent(s) indicating no court documents exist
    - Middle school transcript
    - Document of abandonment, if the student has moved residences within 180 school days
  - Approved/denied by school administration for students with biological parents living together in household and who have not moved residences within the last 180 school days
  - Approved/denied by NIAA for students in single-parent homes, including with a step-parent, and legal or temporary guardianships and for any students who have moved within the last 180 school days
  - **<u>DO NOT</u>** mark "Not a Transfer" for **<u>ANY</u>** ninth grade students, unless they've been properly approved for a previous season/sport

- **<u>Out of Zone Waiver</u> (NAC 385B.744)**
  - Enrollments on an out-of-zone waiver will be granted for sub-varsity participation ONLY for the first 180 school days of enrollment (students in 12th grade are ineligible unless they meet below provision)
  - Students on an out-of-zone waiver who have not previously been granted eligibility under AB184 or the one-time transfer waiver, may be granted full eligibility using whichever applies
  - Upload the following documents:
    - Two proofs of residence
    - Transcript
    - Questionnaire (TEF) from zoned school

- **<u>Parent Separation</u> (NAC 385B.712*)***
  - Student remains eligible in current zone if separation occurs while student is enrolled in high school
  - Student establishes eligibility with the parent they enroll with in 9th grade if separation occurred prior to high school
  - Any change in guardianship results in ineligibility for 180 school days unless court ordered or hardship
  - Upload the following documents:
    - Legal documentation of custody agreement, if available
    - Two proofs of residence
    - Transcript
    - Questionnaire (TEF) from previous school, if applicable

- **Private School (NAC 385B.712, NAC 385B.732, NRS 385B.065)**
  - Incoming 9th graders enrolling at a member private school for the first time must complete a Non-Transfer Residence Verification (see that section)
  - Students who are attending a private school that does not offer the sport they wish to participate in may appeal to the NIAA to compete at their zoned public school **ONLY** if the school enrolls 30 or fewer students in grades 9-12 and are approved through the public school's Board of Trustees
  - Upload the following documents:
    - Two proofs of residence within the school's attendance zone
    - Transcript
    - Letter from private school confirming enrollment, no sports offered
    - Letter from School Board of Trustees approving the participation

- **Technical Academy without Sports (NAC 385B.724)**
  - A student attending a 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
    - Transcript
    - Questionnaire (TEF), if enrolled school is a member school

- **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 the Temporary Guardianship document
    - Detailed hardship letter written by the parent/guardian giving up custody
    - Documentation to support hardship (e.g., legal documents, doctor's letter, etc.)
    - Two proofs of residence
    - Transcript
    - Questionnaire (TEF) from previous school, if applicable

4. APPEAL PROCESS

- **Hardship (NAC 385B.024, NAC 385B.902)**
  - A student may file a hardship appeal in Aktivate 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** solely be a letter from the parent or guardian
    - School or curricular preference, transportation, poor grades, 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 through a Level II appeal
  - Administrators should meet with the family to review the denial letter provided by the NIAA and reasoning
  - 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 non refundable $500 check to the NIAA office or pay online for the 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, Section 6)**
    - Students denied eligibility through a Level II appeal may appeal within 30 days to the school district (or school if attending a private school)
    - Each school/school district shall have a designated Hearing Officer appointed by the school or school district who must be knowledgeable of and follow all NIAA regulations in their decision
    - 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 that was made at Level II was incorrect based on the NIAA regulations
        - The parent/guardian must send a non refundable $500 check to the NIAA office or pay online for the 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**