



michigan high school athletic association
1661 ramblewood drive, east lansing, michigan 48823 -7392

EDUCATIONAL TRANSFER FORM

To be used only for Exceptions (8) (12) or (13) of Regulation I, Section 9 (A)
Regulation I, Section 9 (Transfer) form to be used when student does not move
with persons with whom he/she had previously lived.

STEP 1 -- TO BE COMPLETED BY PARENTS OR GUARDIAN (Print or Type)

Name of Transferring Student:
Date of Birth: Date of Enrollment:
Students Previous Address:
Last School Attended:
Former Principal: Reason for Transfer:
Signature (Parent or Guardian): Date:

STEP 2 -- TO BE COMPLETED BY NEW PRINCIPAL

The new (receiving) school principal is to complete the information on both sides of this form before submitting the form to the former (sending) principal.

Eligibility Regulation I, Section 9 (A) in part states:

"A student enrolled in grades 9-12 who transfers from one high school or junior high/middle school to another high school is not immediately eligible to participate in an interscholastic athletic contest or scrimmage in the school to which the student transfers, except that the following students may be declared eligible."

Check (✓) the HANDBOOK statement appropriate for your request on behalf of this student and the one which you certify is correct.

(8) A student of parents who are divorced moves from one public high school district into a new school district (changes his or her residence) with or to one of those parents, and the principal of each of the two schools involved signs the Educational Transfer Form which certifies the reason for the move as it relates to the divorced parents. Eligibility is permitted under this exception one time and must be approved by the Executive Director before the student competes in interscholastic athletic competition. See applicable Handbook Interpretations if the student's parents never married.

Yes No Were legally documented papers submitted to you confirming a final divorce has been decreed by a court of law? (If no, the student is not eligible.)

Date of court decree (REQUIRED-or form will be returned):

(12) A student eighteen (18) years or older who moves from one public school district or attendance area to another without being accompanied by a parent or parents and resides only within that new school district and both principals sign the Educational Transfer Form certifying the transfer is in the best educational interest of the student.

Date Student becomes 18: (Student may not participate before this date)

(13) Bona fide boarding student of a boarding school, as outlined in Regulation I, Section 9.

CHECK (✓) YES NO Is this the first time this student has opted to transfer under the checked (✓) provision of the transfer rule above? (If no, the student is not eligible.) REQUIRED-or form will be returned.

IMPORTANT: COMPLETE BOTH SIDES OF THIS FORM BEFORE MAILING OR FAXING TO THE MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION.

(OVER)

**STEP 3 -- TO BE COMPLETED BY NEW PRINCIPAL**

**ALL INFORMATION MUST BE COMPLETED OR FORM WILL BE RETURNED**

Name of Transferring Student: \_\_\_\_\_

Student is entering grade \_\_\_\_\_ Number of semesters or trimesters of grades 9-12 enrollment completed to date \_\_\_\_\_

Is student residing in your school district? Yes \_\_\_\_\_ No \_\_\_\_\_

Current Address \_\_\_\_\_

Has student repeated any grades 9-12? Yes \_\_\_\_\_ No \_\_\_\_\_ Which grade(s)? \_\_\_\_\_

**I have completed the reverse side of this form (STEP 2) and certify that the submitted information is correct.**

(Signed) \_\_\_\_\_ Date: \_\_\_\_\_

Principal

\_\_\_\_\_  
School City State

**NEW PRINCIPAL: Upon your completion of this form, please forward this form to the former principal.**

**(Also complete Return Address and Fax Number Section at bottom of this page.)**

**STEP 4 -- TO BE COMPLETED BY FORMER PRINCIPAL**

I certify that, in my judgment, the information submitted on both sides of this form by the new principal is correct.

(Signed) \_\_\_\_\_ Date \_\_\_\_\_

Principal

\_\_\_\_\_  
School City State

**FORMER PRINCIPAL: When completed, mail or fax (517) 332-4071 this form to the Michigan High School Athletic Association, Inc., 1661 Ramblewood Drive, East Lansing, Michigan 48823-7392, where determination of eligibility status will be made. Completion of this form indicates eligibility status with reference to the Transfer Rule only. The student must be eligible in all other aspects.**

**STEP 5 -- IF ANY INFORMATION PROVIDED ON THIS FORM IS INCORRECT, THE SIGNATURE OF THE EXECUTIVE DIRECTOR IS NULL AND VOID.**

Date \_\_\_\_\_ MHSAA Executive Director \_\_\_\_\_

**ATTENTION NEW SCHOOL: A copy of this request form will be returned to the new principal. Please print or type below the address and fax number of the new receiving school.**

(New Principal) \_\_\_\_\_  
(Name of School) \_\_\_\_\_  
(Mailing Address) \_\_\_\_\_  
(City, State, Zip) \_\_\_\_\_  
(FAX Number to Return Form) \_\_\_\_\_