

# NEW STUDENT - TRANSFER INFORMATION

(To be completed by new student)

This form is designed to assist determining athletic eligibility at Michigan High School Athletic Association member schools for students in grades 9-12, except those entering the 9th grade for the first time.

(THIS SECTION TO BE COMPLETED BY THE SCHOOL)

NUMBER OF CREDITS  
EARNED  
PREVIOUS SEMESTER

OFFICIAL ENROLLMENT

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

SCHOOL YEAR 20\_\_\_\_-20\_\_\_\_

NAME \_\_\_\_\_ GRADE: \_\_\_\_\_ BIRTHDATE \_\_\_\_/\_\_\_\_/\_\_\_\_

NEW ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

OLD ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PARENT(S) or GUARDIAN(S) \_\_\_\_\_

### FILL IN THE BLANKS:

1. The last school the student attended \_\_\_\_\_
2. While enrolled at former school, the student lived with \_\_\_\_\_
3. The student now lives with \_\_\_\_\_

### CIRCLE THE CORRECT ANSWER:

4. 8 9 10 11 12 is the grade student completed at previous school.
5. YES NO Student was granted advanced eligibility. Year \_\_\_\_\_
6. YES NO The school previously attended is a private or parochial school.
7. YES NO Student is a "Ward of the Court/State" and was placed in this school by court order.
8. YES NO Student is a foreign exchange student. COUNTRY \_\_\_\_\_  
EXCHANGE PROGRAM \_\_\_\_\_ VISA: F-1 J-1
9. YES NO Student is married.
10. YES NO Student's previous school has been dissolved or reorganized.
11. YES NO Student's parents are divorced. If divorced, give decree date: Month \_\_\_\_\_ Year \_\_\_\_\_
12. YES NO Student is 19 years old, prior to September 1.
13. YES NO Last year, student was a boarding student.
14. YES NO Student is 18 and moved into this district without parents.
15. YES NO Student is a 9 or 10 grader and has not participated in any MHSAA listed sport.
16. YES NO Student participated in a cooperative program involving the school he/she left and this school.
17. YES NO Student wishes to discuss his/her situation with Athletic Director.

(THIS FORM MUST BE GIVEN TO THE ATHLETIC DIRECTOR OR PRINCIPAL FOR IMMEDIATE EVALUATION)

----- DO NOT WRITE BELOW THIS LINE -----

The eligibility status of this student at \_\_\_\_\_ High School is checked below.

- This student is IMMEDIATELY ELIGIBLE to participate in interscholastic athletics.
- This student will be eligible upon completion and processing of the Educational Transfer Form.
- There is a question about the eligibility of this student and he/she may not participate in interscholastic athletics until written permission is given by the Principal.
- This student is NOT ELIGIBLE to participate in interscholastic athletics.
- This student may be ELIGIBLE effective \_\_\_\_/\_\_\_\_/\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
Athletic Director

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
Principal

**DO NOT SEND THIS FORM TO THE MHSAA**  
Form is intended for local use only - MAY BE DUPLICATED

**MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION, INC.**  
**NEW STUDENT - TRANSFER INFORMATION FORM INSTRUCTIONS**

The New Student - Transfer Information form was designed to assist the athletic director. Although the form cannot guarantee that the eligibility of all students new to your school can be immediately and unconditionally determined, it does provide a consistent method of information collection at the point and time of entry of each new student.

1. The form should be duplicated after typing your school name in the space provided under the dotted "Do not write below this line.
2. Provide a quantity of the forms to be included in the enrollment material to be completed when the student enrolls (guidance office, principal's office, assistant principal's office).
3. Don't ask or expect the enrolling office to evaluate the form or determine eligibility.
4. Request that the form be submitted as soon as possible after enrollment, to the athletic director for his/her evaluation. (It may be your choice that the student and parent meet with you as a matter of routine.)
5. The information above the bold line is intended to provide evidence to address Regulation 1, Section 2, Section 4, Section 7 and Section 9(A) (1) and (2).
6. Line 1: Indicates public, private or parochial school.
7. Line 2/3: Regulation 1, Section 9(A) (1) verification.
8. Line 4: Determine grade level.
9. Line 5: Regulation III, Section 2 (Interpretation).
10. Line 6: Verification of line 1 of form.

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11. Line 7: Regulation 1, Section 9(A), (3).
12. Line 8: Regulation 1, Section 9(A), (4). J-1 VISA usually (not always) provides eligibility. The F-1 VISA is not issued to exchange students.
13. Line 9: Regulation 1, Section 9(A), (5).
14. Line 10: Regulation 1, Section 9(A), (6).
15. Line 11: Regulation 1, Section 9(A), (8).
16. Line 12: Regulation 1, Section 2.
17. Line 13: Regulation 1, Section 9(A), (13).
18. Line 14: Regulation 1, Section 9(A), (12).
19. Line 15: Regulation 1, Section 9(B)
20. Line 16: Regulation 1, Section 9 (C)
21. Line 17: Acknowledges student need to discuss the matter of eligibility because of confusion, extenuating circumstances or confidentiality.

The athletic director or principal is encouraged to evaluate the information provided by the student and determine eligibility by checking one of the five choices.

You may wish to copy this form for the student while keeping the original in the student's file for reference. There is no reason to send the form to the MHSAA, so please don't. However, if you are unsure about the student's eligibility, you are urged to contact the MHSAA for assistance.

For best results, establish a routine and be consistent in gathering and evaluating the information.