

**STEP 1.** This form is to be utilized for all students transferring from one high school to another with a valid change of residence and foster students who are attempting to gain athletic eligibility.

**CIF BYLAW 206B—CONTINUING RESIDENTIAL ELIGIBILITY**

2. a. **Valid Residence**  
 A valid residence is defined as the location where the student’s parent(s), guardian(s), or caregiver(s) (with whom eligibility has been established) live with that student and thereby have the use and enjoyment of that location. A student (with the student’s parent(s), guardian(s), or caregiver(s) with whom eligibility has been established) may only have one valid residence at one time.
- b. **Valid Change of Residence**  
 Determination of what constitutes a valid change of residence depends upon the facts in each case, however, to be considered, the following facts must exist:
- (i) The original residence must be abandoned as a residence by the immediate family; AND
  - (ii) The student’s entire immediate family must make the change and take with them the household goods and furniture appropriate to the circumstances. For eligibility purposes, a family unit may not maintain two or more residences; AND
  - (iii) The change of residence must be genuine, without fraud or deceit, and with permanent intent; AND  
**NOTE:** A student whose family makes a valid move into a new school boundary (see iv. below) is immediately residentially eligible for varsity competition. A subsequent move into a different school boundary by the family (or other family members) during the next 12 calendar months will result in the student being declared ineligible until cleared for competition by the Section Commissioner.
  - (iv) Evidence must be submitted that a valid change of residence has occurred. (See below for examples.)

**STEP 2:** SCHOOLS SUBMITTING THIS FORM MUST VERIFY THAT THIS STUDENT HAS MADE A VALID CHANGE OF RESIDENCE IN ACCORDANCE WITH CIF BYLAWS:

Evidence must be submitted that a valid change of residence has occurred. No single document listed below or combination thereof establishes residency. The Section Commissioner and/or school has the discretion to request additional documents that he/she deems necessary to confirm residency. Evidence may include:		
• Telephone and utility service operative at the student’s new residence and terminated at the former residence;		
• Proof of paying for utilities at the new residence including phone, gas, electricity, water, cable television, and garbage collection;		
• Proof of submitting a change of address to the U.S. Postal Service to receive mail at the new residence;		
• Proof of transfer of the parent’s and age-appropriate student’s motor vehicle registration		
• Proof of changed address on the parent’s and age-appropriate student driver’s license		
• Real estate documents indicating and verifying a change of residence (sale and purchase, for instance);		
• Utility service receipts;	• Voter registration listing the new address;	• Proof of entering a long-term lease;
• Property tax receipts	• Rent payment receipts	• Court documents indicating a change of residence;
• Declaration of residency executed by the student’s parent or legal guardian		
• Other documentation that a Section or school district may require that establishes that a person is living at the new address.		

**STEP 3:** SCHOOLS SHALL CONFIRM ANY TYPE OF PRE-ENROLLMENT CONTACT-Read below

<b>Pre-Enrollment Communication or Contact</b>
<p><b>Bylaw 207C(3) and Bylaw 510D</b></p> <p>A transfer of a student from his or her current school of attendance with or without a corresponding change of residence to any high school where the student participates or participated, during the previous 24 months, on a non-school athletic team, (i.e. AAU, American Legion, club team, etc.) that is associated with the new school in the sports previously participated in shall be considered prima facie* evidence (“sufficient evidence”) of undue influence/recruiting by the school to which the student transfers. Such transfer may be considered prima facie evidence that the student enrolled in that school in whole or in part for athletic reasons. A team associated with the school is one that is organized by and/or coached by any member of the coaching staff at, or any other person associated** with that school and/or on which the majority of the members of the team (participants in practice and/or competition) are students who attend that school. When a prima facie case (“sufficient evidence”) of undue influence/recruiting exists, the student shall be ineligible to represent the new school in interscholastic athletic competition for a period of one calendar year from the date of the student’s enrollment in the new school in all sports in which the student participated at the former school unless sufficient proof is presented to the satisfaction of the Section Commissioner that rebuts or disproves the evidence of undue influence/recruiting for athletic reasons.</p> <p>**Defined as: Persons “associated” with a school include, but are not limited to; current or former coaches, current or former athletes, parent(s)/guardian(s)/caregiver of current or former student/athletes, booster club members, alumni, spouses or relatives of coaches, teachers and other employees, coaches who become employed, active applicants for coaching positions, and persons who are employed by companies or organizations that have donated athletic supplies, equipment or apparel to that school.</p>

