



## NEW TRANSFER BYLAW AT A GLANCE

*This document is intended as a guide only, and does not otherwise amend or alter any bylaw. Always consult and review the applicable bylaw(s) that may be involved in any particular case. A transfer student must also meet all other eligibility requirements as well as those related to transfer (15.1.1).*

### Out of State Transfers

- If a student enrolls into an Arizona high school for the first time:
  - **Eligible**, (no 50% sit out required) - if the student **has moved** with their parents (both) or guardian
  - **Sit out 50%** - If the student **has not moved** with their parents (both) or guardian
  - **550 forms** – Are still required, once an out of state parent or guardian has submitted the information, the receiving school A.D. can review the document. The Out of State School must be contacted to verify the student information especially participation – did the student practice and play in a contest or was it just practice?
  - Hardships can be brought forward from the school (not parents) **if** they meet the requirement of **unforeseen, unavoidable or uncorrectable** act, condition or event, over which the student and his/her family has no control and can be documented by the parent. Appeals will be heard by the Conference Committee of the appealing school.

### In State Transfers

- All students at all levels who move from one school to another are considered to be a transfer student.
- **Regardless if there is a change of domicile or not**, the student is considered a transferring student and is **ineligible at all levels for the first 50% of the power ranked regular season contests in those sports in which the student participated during the twelve (12) months immediately preceding the transfer.**
- Form 550 is required
- Tournaments that take place **before** 50% of the contests have been played are **not eligible opportunities** for a transferring student to participate.
- If a student transfers during the season (season defined as the 1<sup>st</sup> day of practice until that team has completed all opportunities to participate), that student is **ineligible for one year from the date of first attendance at the receiving school in that sport.**
- If there are any subsequent transfers by the student, the student is ineligible for one year from the date of first attendance at the receiving school in the sport he/she has played the previous year.
- Hardships can be brought forward from the school (not parents) **if** they meet the requirement of **unforeseen, unavoidable or uncorrectable** act, condition or event, over which the student and his/her family has no control and can be documented by the parent.
  - Hardships are not to be brought forward to circumvent the **intent** of the transfer rule. Hardships should be extenuating situations that are unique with documented evidence of the situation. Appeals will be heard by each Conference Committee.

**Athletic Directors, please keep your Principal, Superintendent and Governing Board apprised of the transfer rules.**



## **Procedures for All Transferring Students \*Participation in Athletics and Activities\***

### **AIA Bylaw – Article 15, Student Eligibility Rules**

**15.10 TRANSFER RULE** – After enrolling and attending one or more classes, a student changing enrollment from one school (sending school) to another school (receiving school) shall be considered a transferring student. For information and record keeping purposes, the receiving and sending school shall reasonably cooperate and **complete Form 550.**

#### **“Statement of Philosophy / Rationale for Transfer Rule”**

- Promotes the educational philosophy that participation in interscholastic athletics is a privilege, which should not take a dominant role over academics;
- Recognizes the overwhelming administrative difficulty in attempting to determine the motives or reasons for each and every transfer, and, therefore, adopts a uniform objective standard to be followed by all member schools.
- Helps to protect opportunities for participation by students who attend school in the attendance zone of their domicile;
- Helps to protect and promote continuity of school programs;
- Serves as a deterrent to students running from or avoiding an athletic discipline that has been or may be imposed;

Except as otherwise stated, this rule is intended to and shall encompass any and all transfer situations and shall apply to any and all member schools, be they public, private or parochial.

NOTE: The fact that a student may or may not have paid tuition has no bearing on the applicability of transfer rules.

#### **Completion of Form 550:**

Form 550 must be filed electronically by logging on to the AIA website, @ aiaonline.org  
Once on the site you will follow the following procedures:

1. Find the tab labeled “About AIA” (top red bar)
2. Place your cursor on the tab, a drop down list will appear, click on “FORMS - CONSTITUTION & BYLAWS”
3. Click on the “Form 550 – Student Transfer Form (online) – All Transfer Students Seeking Athletic Eligibility”
4. “Form 550 – Step 1 – Student Information” will appear, click on the blue “Begin” button
5. Please answer the questions completely including identifying any school attended while in high school (schools may be added after completing the first school entered on the form)
6. Once complete, you are provided the opportunity to review the information before clicking on the submit button.

\*\*Once submitted, information cannot be changed – if you believe there is an error after submitting the form, contact your athletic director.\*\*