

NORTH COAST SECTION

5 Crow Canyon Court, Suite 209, San Ramon, CA 94583

t 925.263.2110 w www.cifnco.org

Transfer Guidelines at a Glance

When a student transfers schools (changes from School "A" to School "B") regardless of the reason for the change, the new school (School "B") must take steps to ensure the athletic

STEP 3 (Academic Requirements)

The new school must also verify the student has met the academic requirements of the former school and CIF.

STEP 4 (Pre-Enrollment Contact)

The new school site principal/designee sits with the student/family and goes through the Parent/Student Certification form and has the family fill it out completely and legibly in blue or black ink.

While meeting with the family/student, the new school (School “B”) must ask about any pre-enrollment contact with persons associated with the school. This could include but no limited to:

- Students
- Coaches
- Boosters/Community Members
- Club teams that are associated with school employees or athletes.

STEP 5 (Undue influence)

The new school (School “B”) and the prior school (School “A”) must verify there was no “Undue Influence.” Students/Parents who sign line #8 must supply in writing verification of what type of pre-enrollment contact there was and with whom.

STEP 6 (Processing on CIF Home)

Once new school site principal/designee has determined that the information is correct, the form is filled out legibly, and is ready, the new school processes the information on their CIF home account and files it with school A. If school A is not a CIF member school see Step 7.

STEP 7 (CIF Home 2.0 Process if the former school(s) is not a CIF member school)

There are limited circumstances where a hardship exception may be granted. However, these hardships are specific and must be documented with court, school or police documents. Please refer to Bylaw 207.B.(5)c.