

S.D.S.S.A./O.F.S.A.A. TRANSFER POLICY PROCEDURES

1. TRANSFER POLICY

All transfer students are ineligible for S.D.S.S.A.A. competition in all sports except flag football and slo-pitch and any non-relegation team sport where the school selects its division of choice and is as a result not eligible for N.O.S.S.A. or O.F.S.A.A. play, until approved by the S.D.S.S.A.A. Transfer Committee. Refer to item 5 below (Approval Procedure). The four categories under which a student may be ruled eligible for competition are listed in Part C of the Transfer Appeal Form.

2. STUDENT RESPONSIBILITY

All students transferring to another school must complete Parts A, B and C of the attached S.D.S.S.A.A./O.F.S.A.A. Transfer Appeal Form. It is strongly recommended that this be completed prior to leaving the school. The student must take the form to the Principal and the Co-Curricular Physical Education program leader so that they can sign and complete Part D. Students who do not complete this form prior to transferring may jeopardize their athletic eligibility at the new school.

3. PROCEDURES - OUTGOING SCHOOL

3.1 The outgoing principal or the principal's delegate and co-curricular department head are requested to sign Part D of the form and to indicate their acceptance or non-acceptance of the rationale for transfer. If the rationale is not accepted, the reason(s) should be entered in the comments section or attached to the form.

Principals are requested to confirm:

- 1) That the change of residence is permanent (if applicable).
- 2) That category 'd' requests are correct.

Co-Curricular program leaders are requested to confirm:

- 1) The sports played during the 12 months prior to transfer.
- 2) That the school or coach has no reason to object to this student competing next season.

3.2 A copy of the completed form should be retained in the physical education office for one year.

3.3 If completed prior to departure from former school, the form should be attached to the official school transfer forms that the student presents to the Principal of the new school.

4. PROCEDURES - RECEIVING SCHOOL

4.1 When the principal or the principal's delegate of the moving school signs the form, he/she will be confirming that the rationale relating to a change of course/program or change of permanent residence is correct.

4.2 The Appeal Form should then be submitted to the co-curricular program leader.

4.3 The Co-Curricular program leader will submit all requests for transfer eligibility to the Athletic Administrator by the end of the second week of school in September or upon receipt of the appeal form when the student transfers during the year.

TRANSFER APPEAL FORM (cont'd from page 1)

5. APPROVAL PROCEDURE

- 5.1 The Athletic Administrator will review and approve, if appropriate, the category 'a', 'b' and 'd' (i) requests, as well as requests for eligibility in sports that do not advance to N.O.S.S.A./O.F.S.A.A.
- 5.2 The Transfer Committee will review and approve, if appropriate, category 'c', 'd' (ii), (iii) or (iv) requests that have outgoing principal and program leader approval and meet the conditions established by O.F.S.A.A. and the local transfer committee. These reviews will be scheduled to coincide with O.F.S.A.A. hearing dates.
- 5.3 All other requests will be handled by the committee at one of three scheduled meetings. These dates will be approved at the June Association meeting.
- 5.4 The documents listed below will be required to support transfer applications that: (i) do not receive outgoing school support, or, (ii) fall under category 'c', 'd' (ii), (iii) or (iv). A hearing may be called to review documentation if deemed necessary. The student requesting eligibility may be required to attend this meeting and may be accompanied by his program leader, coach or parent if deemed necessary.

DOCUMENTATION REQUIRED TO SUPPORT APPEALS DESCRIBED ABOVE:

<i>Applying Under</i>	<i>Timetable</i>	<i>Transcript</i>	<i>Court Order</i>	<i>IPRC Letter</i>	<i>Letters of Explanation or Support</i>	<i>Proof of * Guardianship</i>	<i>Proof of Residence See Note 9</i>
Section (a) (i)						X	X
Section (a) (ii)						X	X
Section (a) (iii)	X	X					
Sect (b) (i)-(iii)	Confirmation from official at previous school of sports played.						
Section (c) (i)	X	X		X			
Section (c) (ii)	X	X			X		
Section (d) (i)	X	X			X		
Section (d) (ii)	X	X	X		X	X	X
Sect (d)(iii)-(v)	X	X			X		

* if applicable (court document required). Any other pertinent documents are welcome.

TRANSFER APPEAL FORM (cont'd from page 2)**5. APPROVAL PROCEDURE (cont'd)**

- 5.5 After a decision has been rendered by the SDSSAA transfer committee, the Athletic Administrator will fax it to the program leader by the day after receiving the request or the day after the meeting.
- 5.6 The program leaders from both schools involved with the transfer have the right to be present at a transfer appeals so that all perspectives may be considered.
- 5.7 Requests to sign outgoing transfer application forms, where applicable, should be honoured within three school days of receipt. If after this time, the signed forms have not been received by the incoming school, they may request that the Athletic Administrator or the SDSSAA transfer committee chairperson intercede on their behalf. If the reasons provided for the delay are not germane to the category of transfer selected, then the athletic administrator may process it without delay in accordance with transfer committee guidelines.

6. DISTRIBUTION OF ELIGIBILITY SUMMARY

- 6.1 The Athletic Administrator shall maintain a summary list of all transfer requests. This list will be circulated to all Co-Curricular Program Leaders at each of the S.D.S.S.A.A. Association Dinner meetings, and will be updated regularly on the S.D.S.S.A.A. website.
- 6.2 A copy of all S.D.S.S.A.A./O.F.S.A.A. Transfer Appeal Forms and documentation will be kept on file in the Athletic Administrator's office for a period of two years.

S.D.S.S.A.A./O.F.S.A.A. TRANSFER APPEAL FORM

PART A - STUDENT INFORMATION (Please Print)

For School Year 20____ - ____

Name: _____ Birthdate (D/M/Y): _____ Age last Jan 1st: _____

Schools: List all high schools attended in reverse order, starting with the school you are transferring to. Use the T/S column to indicate whether each school was semestered (S) or traditional (T) when attended.

	School	Date of Entry	T/S	City (if not local)
Present:	_____	_____	_____	_____
Previous (1):	_____	_____	_____	_____
Previous (2):	_____	_____	_____	_____

Residence: List all addresses used during your high school career, together with occupancy dates. In each circumstance, indicate if the address given is/was the same for parent(s) or legal guardian(s).

	Address (include city/town, postal code, ph #)	Date In	Date Out	Living with (mother, father, legal guardian, other) Please specify
Going To:	_____	_____	n/a	_____
Present:	_____	_____	_____	_____
Previous:	_____	_____	_____	_____

Month/Year of Entry into Gr 9: _____ # of credits earned as of last June: _____ # of credits earned Semester I this year: _____

My current timetable, listed by course and code, is as follows. If in a semestered school, indicate which courses will be taken in Semester I and which in Semester II:

List the sports played at the inter-school level during the **12 months prior** to transfer (registration at new school):

PART B - STUDENT'S RATIONALE FOR ELIGIBILITY

(attach separate sheet if necessary)

To the best of my knowledge, the information on pages 5.2(c) and (d) is accurate. Any student submitting falsified information on this form will be deemed ineligible for twelve (12) months from the date of the transfer.

Student's Signature: _____ Parent's Signature: _____

S.D.S.S.A.A./O.F.S.A.A. TRANSFER APPEAL FORM**PART C - APPEAL BASED ON (Please check the correct box)**

Before determining the section of the Transfer Policy under which your appeal will be made, read the entire Policy, {pages 29-31 of the S.D.S.S.A.A. Handbook} carefully so as to ensure that you are appealing under the appropriate section and that you are able to provide the documentation required (if proceeding to appeal).

Every student who has been registered from another school within the previous twelve (12) months is ineligible for SDSSAA-sanctioned events leading to OFSAA championships, unless he/she appeals and is deemed eligible by the SDSSAA transfer appeal committee under one of the four following sections:

- (a) (i) There has been an accompanying change in permanent residence by the student and his/her immediate family to the designated school from any system (public, catholic or independent) according to school board boundaries (or is the closest school in the student's choice of school system to the student's home if no school boundaries exist). The student must have moved out of the school board boundaries of the sending school, or if the sending school has no school board boundaries, the receiving school must be closer to the student's new permanent residence than the sending school (see Note 7). Immediate family is the parent(s) or the student's legal guardian as determined by a court of competent jurisdiction. The student and his/her immediate family must completely and permanently move from the former residence. The student must provide evidence/documentation confirming that they are residing in a new permanent residence, and evidence/documentation that they have completely and permanently moved from the former residence. See Note 9.
- (ii) The student has transferred to an Ontario school from outside Canada and outside the United States and is attending the designated school in their choice of system (public, catholic or independent) according to school board boundaries; or is attending the closest school in the student's choice of system to the student's home if no school boundaries exist; or is attending a school assigned by the school board. See Note 9.
- (iii) The student has transferred as a result of the closure of his/her former school and is attending the school designated by the School Board.
- (b) (i) the student did not participate in any sports at the interschool level for twelve months prior to the date of transfer. Written confirmation from the vice principal, principal, department head, or the athletic director at the previous school is required. Students in their first year of grade 9 may not apply under this section.
OR
- (ii) The student accepts his/her ineligibility under the Transfer Policy, but requests eligibility for the sports he/she did not participate in at the interschool level for the twelve months prior to the date of transfer. Written confirmation from the vice principal, principal, department head, or athletic director at the previous school is required. Students in their first year of grade 9 may not apply under this section.
- (iii) The student transferred to another school for a period of less than one school year and is returning to the school he/she attended prior to the transfer. The student must not have participated in any sports at the interschool level while attending the other school. Written confirmation from the vice principal, principal, department head or athletic director at the previous school is required.
- (c) (i) The student has been placed in a school by an I.P.R.C. (Identification, Placement and Review Committee) decision. The Federation's Board of Reference shall require and receive a letter from the principal of the school from which the student has transferred, stating the reason for the placement of the student by I.P.R.C.
- (ii) The student has transferred from an independent school to a public or catholic school as the result of an educational exceptionality which the independent school was unsuccessful in accommodating. In such cases, the student was unable to access the I.P.R.C. process (Identification, Placement and Review Committee). The appeal must be accompanied by the following information: a psycho educational assessment diagnosing an educational exceptionality; documentation from the independent school demonstrating the strategies used to attempt to accommodate the educational exceptionality; and documentation from the receiving school confirming additional and/or new methods being provided to accommodate the educational exceptionality, which were not being provided at the sending school.

S.D.S.S.A.A./O.F.S.A.A. TRANSFER APPEAL FORM

- () (c) (iii) The student has completed an English Language Learner or English Dialect Learner program, and as a result, the school board is requiring the student to transfer to their designated school. The student must transfer by the beginning of the school year following completion of the program, and must provide documentation from the school board confirming completion of the English Language Learner or English Dialect Learner program and confirming the student has been placed in his/her designated school.
- (d) The student:
- () (i) has transferred prior to their grade 10 year for exceptional personal, social or academic reasons. The appeal must be accompanied by documentation from the sending school's administration and/or independent sources to confirm the exceptional reasons. The student must attend the next closest school (of their choice of school system) to their home residence if remaining in the same system. If changing systems, the student must attend the designated school according to school board boundaries (or the closest school to the student's home residence if no school boundaries exist).
- () (ii) has changed residence to live with a custodial parent for exceptional personal reasons or the student has changed residence to live with a new court-appointed legal guardian for exceptional personal reasons. Documentation showing that there was just cause for the move must accompany the appeal. The student must attend the designated school from any system (public, catholic, or independent) according to school board boundaries (or the closest school in the student's choice of school system to the student's home residence if no school boundaries exist).
- () (iii) has transferred to remove him/herself from an abusive home environment. Documentation detailing the abusive situation shall be provided by the applicant from the sending school, psychologists, social worker, medical doctor or police, as the case may be. (All documentation will be reviewed respecting confidentiality.) The student must attend the designated school from any system (public, catholic, or independent) according to school board boundaries (or the closest school in the student's choice of school system to the student's home residence if no school boundaries exist).
- () (iv) has been forced to leave an independent school specifically due to financial hardship. The appeal must include the following information: documentation confirming change in tuition fees; documentation regarding family requests for bursary assistance to meet financial hardship; documentation regarding significant changes in the financial situation of the family; and, confirmation that the student will be attending the designated school in their home catchment area. The student must attend the next closest school (of their choice of school system) to their home residence if remaining in the same system. If changing systems, the student must attend the designated school according to school board boundaries (or the closest school to the student's home residence if no school boundaries exist).
- () (v) was the victim of bullying and after attempts to resolve the issue the sending school agreed that it was in the best interests of the student to transfer schools. The appeal must be accompanied by the following information: documentation from the sending school's administration or the police, confirming the seriousness and frequency of the bullying, including a description of the incidents 4 and dates; documentation from the sending school's administration describing the strategies put in place to resolve the bullying and the reasons the strategies did not succeed; and a letter from the sending school's administration in support of the transfer. The student must attend the next closest school (of their choice of school system) to their home residence if remaining in the same system. If changing systems, the student must attend the designated school according to school board boundaries (or the closest school to the student's home residence if no school boundaries exist).
- () (vi) The student has transferred schools as a result of the recommendation of a regulated mental health professional with education and training to assess, diagnose, and treat mental health conditions (psychiatrist, psychologist, and/or clinical psychiatric nurse). Prior to transferring, the student must have been diagnosed with a mental health condition and be undergoing treatment by the regulated mental health professional. Documentation must be provided by the mental health professional confirming the student is receiving treatment and requires a change in schools to assist with their recovery. Unless otherwise confirmed in writing by the mental health professional, the student must attend the next closest school to their home residence if remaining in the same system. If changing systems, the students must attend the designated school according to school board boundaries (or is the closest school to the student's home residence if no school boundaries exist). If the independent school is faith based, the student must attend the closest independent school of that particular faith.

S.D.S.S.A.A./O.F.S.A.A. TRANSFER APPEAL FORM

Notwithstanding any of the above, no student may participate in the same sport for more than one school in the same League or municipality in the same school year unless the student is ruled eligible by SDSSAA's Transfer Committee under subsection (a) of the Transfer Policy. Participate means competing in exhibition games and invitational tournaments/events, not just league play.

Notes:

1. Once a student has changed schools, he/she is considered a transfer student and even if he/she returns to a school, he/she must comply with the Transfer Policy.
2. The word "participate" in section (b) of the Transfer Policy means competing for your school in that activity. This includes exhibition games and invitational tournaments/events, not just league play.
3. The SDSSAA Transfer Appeal Committee will not consider as reasons for transfer: (i) The relative ranking of schools or the differences in delivery of courses with the same Ministry course codes; (ii) That a sport or team is no longer offered at the previous school.
4. Students moving from a school in a strike/lock-out area are ineligible for all sports played in the previous 12 months from their date of entry into the new school.
5. Students who attended an alternative school or alternative program who are returning to the school they attended prior to the alternative school or alternative program, are not considered transfer students provided they did not play sports while at the alternative school or alternative program.
6. Driving distance shall be used to determine the closest school to a student's home residence.
7. Students transferring from other provinces, states or countries are ineligible for SDSSAA/OFSAA competition if they have graduated from high school or equivalent, or if they have used their years of athletic eligibility in the province, state or country from which they are transferring. This does not apply to students who have graduated in the previous school year from secondary school in Quebec, provided they meet one of the criteria for eligibility in sections a – d of the transfer policy.
8. When applying under section (a)(i), the student must provide evidence/documentation confirming that he/she and their immediate family are residing in a new permanent residence and that they have completely and permanently moved from the former residence. When applying under section d(ii) of the policy the student must provide evidence/documentation confirming that they are residing in a new permanent residence. In both cases, such evidence/documentation may include:
 - telephone and utility service operative at the new residence
 - telephone and utility service disconnected at the former residence
 - real estate documents indicating and verifying a change of residence (e.g., sale and purchase);
 - parents'/court-appointed guardians' property tax bill listing the new residence;
 - insurance slip for home and auto insurance;
 - school documentation showing that sibling(s) attend local elementary school and/or the same high school as the transferring student;
 - Any other documentation that is requested which establishes the student and his/her immediate family is living at the new residence.

Production of evidence/documentation described above does not guarantee eligibility.

9. Prep/elite teams fall into two categories: **a school prep/elite team** and a **non-school prep/elite team**. A school prep/elite team is a team that represents the school in competition and/or is under the oversight of the school administration. If a student participates for a school prep/elite team, and then that student transfers schools, he/she may not apply under section b (i), and he/she is considered to have participated in the prep/elite team sport at the interschool level if applying under section b (ii) or b (iii).

S.D.S.S.A.A./O.F.S.A.A. TRANSFER APPEAL FORM

PART D - SCHOOL/PRINCIPALS' CONFIRMATION OF STUDENT'S RATIONALE

Outgoing School: Please refer to item 3.1 of the attached policy procedures for information re: confirming rationale.

Principal: _____ Acceptable Not Acceptable Date: _____

Program Leader: _____ Acceptable Not Acceptable Date: _____

Comments (attach separate page If necessary):

Receiving Principal: _____ Date: _____

Comments (attach separate page If necessary):
