

S.D.S.S.A.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 until approved by the S.D.S.S.A.A. Transfer Committee. Refer to item 5 below (Approval Procedure). The six 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.

5. APPROVAL PROCEDURE

5.1 The Athletic Administrator will review and approve, if appropriate, the category 'a', 'b', 'c' 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 '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 on the next page will be required to support transfer applications that: (i) do not receive outgoing school support, or, (ii) fall under category '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.

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.

TRANSFER APPEAL FORM (cont'd from page 1)

5. APPROVAL PROCEDURE (cont'd)

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.

Applying Under	Time-table	Transcript	Court Order *	IPRC Letter	Letters of Explanation or Support	Proof of Guardian -ship*	Proof of Residence/ Move (see note 8)
Section (a) (i)						X	X
Section (a) (ii)						X	X
Section (a) (iii)							
Section (b)					X (from previous school)		X
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
Section (d) (iii) - (v)	X	X			X		
All Sections	Letters denying eligibility from previous appeals.						

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

6. CHALLENGE TO TRANSFER COMMITTEE DECISION

A student ruled eligible by the S.D.S.S.A.A. Transfer Committee may have the decision challenged.

- 6.1 The challenge must be processed through the Co-Curricular program leader and submitted to the Athletic Administrator.
- 6.2 The challenge shall be in writing and shall include the reasons for the challenge, and shall refer to the section(s) of the Transfer Policy on which the challenge is based.
- 6.3 The challenge will be reviewed by the S.D.S.S.A.A. Transfer Committee and if validated, the documents referred to in section 5.4 will be required and a hearing may be called. If the committee determines that there are no grounds for changing the decision, the school may appeal the decision to the O.F.S.A.A. transfer committee.

7. DISTRIBUTION OF ELIGIBILITY SUMMARY

- 7.1 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.
- 7.2 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 23-24 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 and information required. Every student who has been registered from another school within the previous twelve (12) months is ineligible for SDSSAA-sanctioned events, 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 boundaries (or is the closest school in the student's choice of school system to the student's home if no school boundaries exist). 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. On appeal, 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 8.
- (ii) Students transferring to an Ontario school from outside Canada or 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).
- (iii) A student attending a school 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 Athletic Director of the school is required.
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 of the 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 Association's transfer appeal committee 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 schools as a 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.
- (d) the student:
- (i) has transferred prior to their grade 10 year for exceptional personal, social or academic reasons. On appeal, documentation detailing these exceptional reasons must be provided.
- (ii) has changed residence to live with a custodial parent, or 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. See Note 8 regarding proof of residence.
- (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.)
- (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.
- (v) the student 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. On appeal, the application 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 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.

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

Notwithstanding any of the information on the previous page, 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 the Association's transfer appeal 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 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. Out of province and out of country exchange students are not considered transfer students and are eligible for all sports.
6. Students transferring from other provinces, states or countries who have graduated from high school or equivalent, are ineligible for SDSSAA competition. This does not apply to students who have graduated in the previous school year from secondary school in Quebec, providing they meet one of the criteria for eligibility in sections (a) to (d) of the transfer policy.
7. Students applying under section (d), must attend the next closest school (of their choice of school system) to their home residence.
8. On appeal under 'a' (i), the student will provide evidence/documentation confirming 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;
- vehicle registration listing the new 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.

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):
