



# 2024-25 EDUCATIONAL TRANSFER FORM



To be used ONLY for Exceptions (8) (12) or (13 - Boarding School ONLY) of Regulation I, Section 9 (A) and when a student does not move with persons with whom he/she had previously lived. **LEAVE NO LINES BLANK**

## STEP 1

### TO BE COMPLETED BY PARENTS OR GUARDIAN (Print or Type)

Name of Transferring Student: \_\_\_\_\_ Entering Grade: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Date of Enrollment (i.e., first day in class) \_\_\_\_\_

Student's Previous Address: \_\_\_\_\_  
STREET CITY STATE ZIP

Last School Attended: \_\_\_\_\_  
SCHOOL STREET CITY STATE ZIP

Reason for Transfer: \_\_\_\_\_

History of H.S. Athletic Participation (sports played previous year): \_\_\_\_\_

Signature (Parent or Guardian or 18 year old): \_\_\_\_\_ Date: \_\_\_\_\_

## STEP 2

### TO BE COMPLETED BY NEW PRINCIPAL

The new (receiving) principal is to complete information on both sides of this form before submitting the form to the former (sending) principal.

**Eligibility Regulation I, Section 9 (A) in part states:** "A student enrolled in grades 9-12 who transfers from one high school or junior high/middle school to another high school is not immediately eligible to participate in an interscholastic athletic contest or scrimmage in the school to which the student transfers, except that the following students may be declared eligible."

Check (✓) the HANDBOOK statement appropriate for this request on behalf of this student and the one which you certify is correct.

**8** A student of parents who are divorced moves from one public high school district into a new school district (changes his or her residence) with or to one of those parents, and the principal of each of the two schools involved signs the Educational Transfer Form which certifies the reason for the move as it relates to the divorced parents **and the transfer is not significantly related to or motivated by athletics**. Eligibility is permitted under this exception one time and must be approved by the Executive Director before the student competes in interscholastic athletic competition. **See applicable Handbook Interpretations if the student's parents never married, check here [ ] and submit a birth certificate or other documents as specified in the Handbook to the MHSAA with the signed form.**

YES [ ] NO [ ] Were legally documented papers submitted to you confirming a final divorce has been decreed by a court of law? (If **NO**, the student is **NOT** eligible.)  
**Full date of court decree (REQUIRED or form will be returned):** \_\_\_\_\_

**12** A student eighteen (18) years or older who moves from one public school district or attendance area to another without being accompanied by a parent or parents and resides only within that new school district and both principals sign the Educational Transfer Form certifying the transfer is in the best educational interest of the student **and the transfer is not significantly related to or motivated by athletics**.

**Date Student Becomes 18:** \_\_\_\_\_ (Student may **NOT** participate before this date)

**13** A student becoming a bona fide boarding student of an **MHSAA MEMBER BOARDING SCHOOL**, as outlined in Regulation I, Section 9 **which is not significantly related to or motivated by athletics**. **Completion and submission of this ETF form for Exception #13 with the required signatures affirms that all current requirements for our boarding school have been satisfied as defined in MHSAA Handbook, Regulation I, Section 9 and all related Interpretations.**

.....  
YES [ ] NO [ ] Is this the **FIRST** time this student has opted to transfer under the checked (✓) provision of the transfer rule indicated above? (If **NO**, the student is **NOT** eligible.)  
**REQUIRED - or form will be returned.**

**IMPORTANT: COMPLETE BOTH SIDES OF THIS FORM BEFORE EMAILING OR FAXING TO THE MHSAA**

**(OVER) →**

**STEP 3****TO BE COMPLETED BY NEW PRINCIPAL -- LEAVE NO LINES BLANK**

ALL INFORMATION MUST BE COMPLETED OR FORM WILL BE RETURNED

Name of Transferring Student: \_\_\_\_\_

Student is entering grade [\_\_\_\_] Number of semesters **COMPLETED** [\_\_\_\_] or trimesters **COMPLETED** [\_\_\_\_] grades 9-12 enrollment to date at any high school since first enrolling in the 9th grade. (Consult school records.)Is student residing in your school district? **YES** [\_\_\_\_] **NO** [\_\_\_\_] (If **NO**, the student is **NOT** eligible by rule, consult MHSAA)**Current Address:** \_\_\_\_\_If new school is a non-public or charter school, indicate if new residence is closest to your school (drivable highway miles).[  ] **YES**, our school is the closest [\_\_\_\_] **NO** we are not the closest (Student is **NOT** eligible by rule, consult MHSAA)Has student **repeated** any grades 9-12? **YES** [\_\_\_\_] **NO** [\_\_\_\_] If "YES", which grade(s)? \_\_\_\_\_I have completed the reverse side of this form (**STEP 2**) and certify that the submitted information is correct.\_\_\_\_\_  
PRINCIPAL SIGNATURE (**NOT** A DESIGNEE OR ASSISTANT) DATE\_\_\_\_\_  
SCHOOL CITY STATE ZIP**NEW PRINCIPAL:** Upon your completion of this form, please forward this form to the former principal.  
Also complete Return Address and Email Section at bottom of this page.**STEP 4****TO BE COMPLETED BY FORMER PRINCIPAL**

I certify that, in my judgment, the information submitted on both sides of this form is correct and the change of schools is not significantly related to or motivated by athletics.

\_\_\_\_\_  
PRINCIPAL SIGNATURE (**NOT** A DESIGNEE OR ASSISTANT) DATE\_\_\_\_\_  
SCHOOL CITY STATE ZIP**FORMER PRINCIPAL:** When completed, return to the new school or email or fax (517) 332-4071 this form to the Michigan High School Athletic Association, Inc., 1661 Ramblewood Drive, East Lansing, Michigan 48823-7392, where determination of eligibility status will be made. Completion of this form indicates eligibility status with reference to the Transfer Rule only. The student must be eligible in all other aspects.**STEP 5****TO BE COMPLETED BY THE MHSAA - FINAL APPROVAL**If any information provided on this form is **incorrect, inaccurate, a Link, or Undue Influence** (athletic recruiting) is discovered, the signature of the Executive Director is null and void.

MHSAA Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_

**ATTENTION NEW SCHOOL:** A copy of this request form will be returned to the new Athletic Director via email. Please **PRINT** or type **LEGIBLY** below all the requested information of the new, receiving school.

New Athletic Director: \_\_\_\_\_

Name and City of School: \_\_\_\_\_

Phone number to contact AD: \_\_\_\_\_

AD's EMAIL Address to Return Form: \_\_\_\_\_