

## **ATHLETIC TRANSFER WAIVER REQUEST PROCEDURE**

*Adopted 6/2012*

1. PIAA Member School Athletic Transfer Waiver Request Form should be initiated by the “Receiving” Member School.
2. Upon enrolling in the “Receiving” Member School, the student transferring should be provided the PIAA Member School Athletic Transfer Waiver Request Form. The date in which the PIAA Member School Athletic Transfer Waiver Request Form is given to the student should be recorded at the top of the form. The student / parent should complete sections 1, 2, & 3 in its entirety and sign / date where applicable.
3. The student should then return the PIAA Member School Athletic Transfer Waiver Request Form to the Principal’s or Athletic Director’s office within 3 days of receipt.
4. The Principal or Athletic Director should review Sections 1, 2, & 3 for accuracy and completeness and proceed to complete Section 4. Section 4 should be completed within 7 days of the initial enrollment date.
5. The “Receiving” Member School should then make a copy for their own records and send the original PIAA Member School Athletic Transfer Waiver Request Form with Sections 1-4 completed to the “Sending” Member School’s Principal or Athletic Director. This should be sent to the “Sending” Member School within 7 days of the enrollment date.
  - a. If the “Sending” Member School has not received the PIAA Member School Athletic Transfer Waiver Request Form on a particular student within a reasonable time frame, the “Sending” Member School may contact the “Receiving” Member School directly to request the form be initiated.
  - b. If the “Receiving” Member School is not willing to initiate the paperwork, the “Sending” Member School may notify the PIAA District XI Chairmen of their concern in writing. The “Receiving” Member School must provide a written response to the District XI Committee stating their reasons for the lack of following transfer procedure. The PIAA District XI Committee will then determine if a hearing needs to be conducted.
6. The “Sending” Member School should complete Section 5 and return the completed PIAA Member School Athletic Transfer Waiver Request Form to the “Receiving” Member School Principal or Athletic Director within 3 days of receipt.

- a. If the “Receiving” Member School has not received the PIAA Member School Athletic Transfer Waiver Request Form on a particular student within the established time frame, the “Receiving” Member School may contact the “Sending” Member School directly to request the form be completed and returned.
  - b. If the “Sending” Member School is not willing to return the paperwork, the “Receiving” Member School may send the incomplete copy of the form to the PIAA District XI Secretary with a letter stating why the form is being sent to District XI incomplete. The “Sending” Member School must provide a written response to the District XI Committee stating their reasons for the lack of following transfer procedure. The PIAA District XI Committee will then determine if a hearing needs to be conducted.
7. The “Receiving” Member School should review the entire PIAA Member School Athletic Transfer Waiver Request Form for accuracy and completion and send the completed form to the PIAA District XI Secretary within 3 days of receipt from the “Sending” Member School.
8. Once the completed PIAA Member School Athletic Transfer Waiver Request Form is received by the PIAA District XI Secretary, he/she will make the necessary arrangements to process the form for ratification or schedule a hearing if necessary.