**Surviving Athletic Eligibility: Eligibility that can be approved by the Building AD**

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\*This document will be updated as needed following the spring amendment process.

When using the student eligibility checklist for each student-athlete you identify a student that is new to your school within the past 12 months. This student is considered a transfer student.

**Step 1:** Collect the required paperwork

* Completed WIAA New Student Packet - You are encouraged to sit with families and walk through each phase of the packet so they can explain the circumstances to you.
* Transcript with previous semester’s grades
* Completed Previous School Statement

**Step 2:** Review the paperwork and collect additional as needed below

Review the address they lived at when they attended the previous school and compare that to the address they are residing in for your school.

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| **The transfer is a result of a move to your district / change of residence** | **The transfer does NOT involve a change of residence** |
| **Did the full family unit move to the new residence?** 18.11.1   * Need proof of vacating previous residence. (ended lease, sold home) * Need proof of new residence. (lease, purchase/sale) * Need 2 additional pieces of proof of new address (bills) * Have the family sign the WIAA Residency Contract (best practice, not required) * Look closely at the parents' living situation, siblings corresponding move. | If this student has already begun their high school experience (9-12th grade), they will most likely not be able to be declared eligible by the AD.  Keep in mind, 9th graders that have started school, attended practices and classes no longer have access to the window of transfer. |
| **Did the student change residence between their two parents?**   * Students whose parents are legally separated or divorced may move 1 time during their high school experience between the two homes. * Need proof of legal separation / divorce | **Did the student transfer using the Window of Transfer?**    During the natural break between 8th and 9th grade, students can use the Window of Transfer to choose their high school.  Keep in mind - the student must be a member of your school in order to participate at your school.   * Enrolled in your school * Enrolled in a school without athletics and your school is their resident public school   Complete the Window of Transfer Contract with the families to document. |

**Step 3:** Use the WIAA Student Eligibility Checklist to double check the WIAA Handbook rules and what you have learned about the transfer.

**Step 4:** Have a trusted mentor review your paperwork and discuss what you have learned with the trusted mentor to check for understanding.

**Step 5:** Eligibility Declaration

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| If all paperwork is clear, timeline of move / transfer is consistent and no other eligibility concerns, you may declare eligible. Keep all paperwork and correspondence related in a file. | If inconsistencies exist or paperwork does not line up, declare ineligible for varsity and proceed through that process. |

**WIAA Rule 18.11.1 – Family Unit and Residence**

* + RESIDENCE - The place where the family unit has established its home and/or the place where the student is habitually present and to which, when departing, the student intends to return.
  + FAMILY UNIT - The adult(s) who has/have resided with, had legal custody, legal guardianship, or has/have acted in a parental capacity of the student and any siblings high school age or younger with whom the student resides for a period of at least one year.

**WIAA Rule 18.12.2 – 9th grade Window of Transfer**

* + Students who wish to transfer to a school without a corresponding change of residence by their family unit and who meets all other conditions of eligibility shall have initial eligibility at the new school only during the Window of Transfer. Students who access the Window of Transfer may do so one time, only during the natural break between middle school/junior high and high school.

**WIAA Rule 18.12 2c – One Hop**

* A student whose parent(s) or legal guardian(s) reside at different abodes as the result of a divorce or court approved legal separation is allowed one change of residence between parents or guardians after entering the ninth grade without being restricted to sub-varsity competition for one year should the change in residence mean the student transfers schools at the time of the change in residence.