**Administrative Addendum  ASAA Policy 5 (Eligibility of Students Transferring Schools)**

**\*This is in draft form\***

1. **Role and Responsibilities of the ASAA Compliance Officer**
* Be a resource person to principals and athletic directors for the implementation, interpretation, requirements and intent of ASAA Policy 5 (Eligibility of Students Transferring Schools, page ??? of the 2016-2017 ASAA Handbook)
* To facilitate and mediate a resolution if the sending principal and receiving principal do not agree on the eligibility of the transfer in question.
* Make the final decision on the eligibility of the student to participate in ASAA activities in the event the sending principal and receiving principal cannot agree upon eligibility of the student according to ASAA policy requirements.

**B.  Role and Responsibilities of Receiving Principal**

* Register your students and teams as early as possible.
* An eligibility application is required for all students transferring into your school according to the requirements of ASAA Policy 5.
* Eligibility applications must be submitted online at <http://app.asaa.ca/app>

The information listed below will be needed to complete an eligibility application for a student who has transferred into your school:

1. Student's first name, last name
2. Student's Alberta Education Number
3. Date of Birth
4. Gender
5. Student/Parent Email Address
6. Email Address Indicator (name of per
son email is being sent to)
7. Month of Entry into Grade 10
8. Year of Entry into Grade 10
9. Reason Applying for Transfer- see Policy 5
10. Date student transfer into school
11. Sports/teams student will participate
12. Present address of student and name of person student is living with
13. Previous address if transfer involved a move
14. Name of school transferring from
15. Name of school transferring to

 REQUIRED DOCUMENTS:

1. Parent-to-parent Move: Proof of Residence/Move document
2. Family Move: Proof of Residence/Move document
3. Directed by Legal Authority: Court Order
4. Custody Has Been Established: Court Order
5. Transferred From Out of Province: Proof of Residence/Move document
6. Other Reason: Student's Timetable and Student's Transcripts

**Using the above** information and documents, go to [www.asaa.ca/app/](http://www.asaa.ca/app/) to begin your eligibility application. You will need your school username and your school password to log in.

**Some recommendations/reminders:**

Student’s contact email should be their parents’/guardian’s

Date student transferred to the receiving school is their first day of attendance at their new school.

Select the correct reason for the transfer per ASAA Policy 5.

If the student is transferring from out of province/country, select “out of province” as the sending school.

* Enter all student information and **submit only once**; sometimes it takes time to upload the information. Hitting the submit button more than once will produce as many applications as you click on submit. The sending school, the student’s contact email, the Compliance Officer and the ASAA office will receive an automated email that the transfer application has been made.
* When the eligibility application has been submitted, necessary document(s) can be uploaded to the application. The type of document(s) that is/are required is explained in detail on the submitted application. There is a **dropdown menu** for the type of document being uploaded. If the document has not been uploaded in the correct location, the application will not be considered as completed.
* A student seeking ASAA eligibility is required to answer an online questionnaire and will also be required to submit their rationale for eligibility. By clicking on ‘Save’ the student is validating the accuracy of the information submitted on the application.
* Students not completing the questionnaire or not providing a detailed rationale is the number one reason that eligibility applications are delayed. The eligibility of the student **is not approved if this component is not complete.**
* The use of the Log-in credentials by the receiving school on the ASAA eligibility application indicates approval by the principal of the receiving school.
* When all documents have been uploaded to their proper locations and the student has completed their rationale, the **sending school** will receive an automated email requesting them to complete the “Principal’s Confirmation”. **The sending school is not able to complete this section of the application until all the above steps have been completed.**
* When the sending school’s principal completes the “Principal’s Confirmation”, the Compliance Officer and the ASAA office receive an automated email. If the sending school principal approves the student’s eligibility, the process is complete. If the sending school principal, after consultation with the receiving school principal, denies an eligibility request, the Compliance Officer will attempt to obtain agreement between the two principals involved. If agreement can not be reached the Compliance Officer will make a final decision on the eligibility of the student to participate in ASAA activities.
* Each principal is required to provide the Compliance Officer any additional information or documentation requested in reaching a final decision on the eligibility of the student to participate in ASAA activities.
* Schools may follow the ASAA Appeal Policy if they are dissatisfied with the application or interpretation of the Transfer Policy by the Sending or Receiving School Principal, Compliance Officer or ASAA staff

**C.  Role and Responsibilities of Sending Principal**

* When all documents have been uploaded to their proper locations and the student has completed their questionnaire and rationale, the **sending school** will receive an automated email requesting them to complete the “Principal’s Confirmation”. **The sending school is not able to complete this section of the application until all the above steps have been completed.**
* The sending school principal, in consultation with the receiving school principal, will approve or deny eligibility requests in accordance with the ASAA Transfer Policy .
	+ If the sending school principal, after consultation with the receiving school principal, denies an eligibility request, the Compliance Officer will attempt to obtain agreement between the two principals involved. If agreement can not be reached the Compliance Officer will make a final decision on the eligibility of the student to participate in ASAA activities.
* If the sending school principal has not completed the online transfer form/process **within 7 days** following the uploading of all necessary receiving school documents, the Compliance Officer will review the documentation and if all is in order, can approve the student’s eligibility to participate in ASAA activities without the sending school principal approval or denial.
* A principal confirmation box allows a principal from the sending school to approve the eligibility of the student or to indicate that they are 'not convinced that the information is accurate and/or not convinced the transfer complies with the ASAA Transfer Policy’. A text box will be available for the principal of the sending school to explain their decision and completion of this text box is mandatory if they do not believe the transfer is valid. Saving (approving) the information is acknowledgement that the sending school believes the information submitted is correct. The use of the Log-in credentials by the sending school indicates the decision is from the principal.
* Schools may follow the ASAA Appeal Policy if they are dissatisfied with the application or interpretation of the Transfer Policy by the Sending or Receiving School Principal, Compliance Officer or ASAA staff