

UNSUCCESSFUL TRANSFER

Appeals

In some cases a transfer will not be approved. If as a school you feel differently, you can request a hearing for an appeal. The same steps are followed as the transfer, however you will choose the "Appeals" sub tab in the transfer/appeals section.

Additional information may be required for an appeal. For full details on costs, and policy regarding appeals visit the ASAA Policy Handbook found on the ASAA.ca website.

Our office are always here to help you as an Athletic Director or Principal with any questions you may have concerning transfers or appeals.

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Athletic Director/Principal

TRANSFER GUIDE

ASAA

Step by Step Process



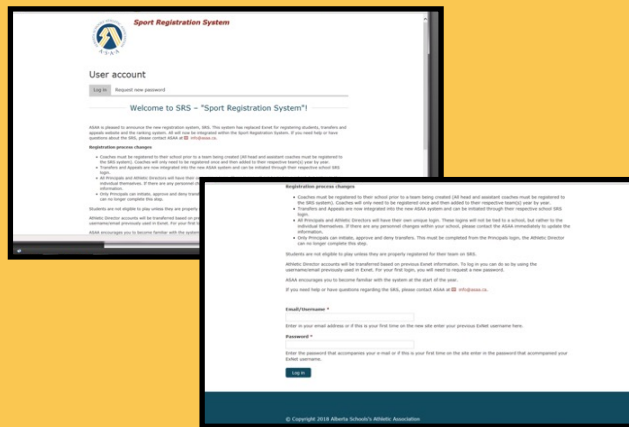
11759 Groat Rd
Edmonton, AB T5M 3K6
www.ASAA.ca



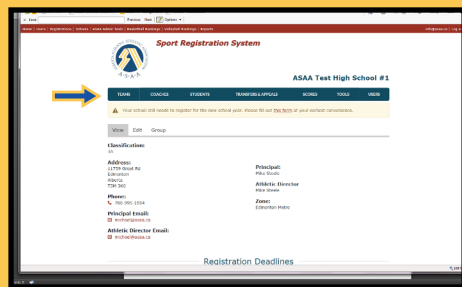
Alberta Schools'
Athletic Association

STEP 1

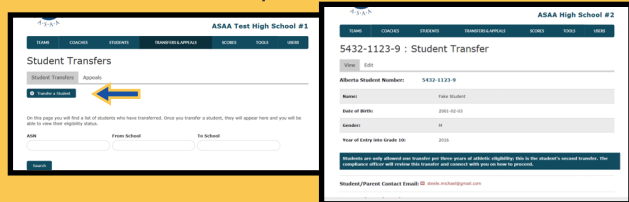
Starting the Process



From the main screen please select "Registration Login". Enter your user name and password.



- ▶ Once logged in you will see a series of tabs reaching across the top third of the screen.
- ▶ Choose "Transfer/Appeal"
- ▶ You can now "Transfer a Student" by clicking this button.
- ▶ In order to create a transfer you will need the students ASN. This will auto populate the students information.



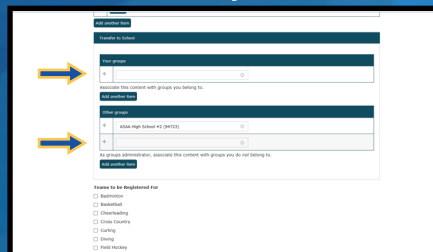
STEP 2

Choosing a Reason

After you have populated the students ASN and other information you will choose a reason from the drop down menu. Each reason will require specific documents. Upload the specified document into the profile. You will also have an opportunity to add any supporting document for your transfer.

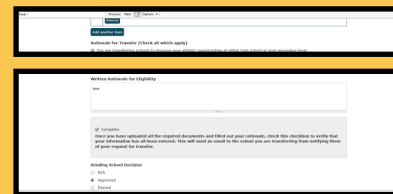


- ▶ For additional supporting documents use the "Add another item" button.
- ▶ After all documents have been uploaded, scroll down to groups and begin typing in your school. The filed will bring up a drop down menu, highlight your school to enter. This will be entered twice.
- ▶ Scroll down and check off all sports the student is seeking eligibility for.
- ▶ Scroll to the end and save your work.



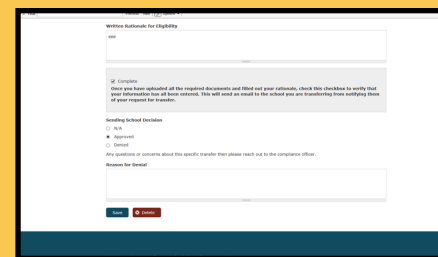
STEP 3

Saving & Sending School



The student will receive an email (at the address you listed in their profile)

to complete the rationale of his/her transfer. When this is completed you can go back into the transfer, and check the "completed" box at the bottom of the screen, this will send the transfer to the sending school for approval.



- ▶ Sending schools' Principal will receive an email notification that a transfer is pending. Log in "Registration Log In" on the ASAA.ca website.
- ▶ Choose the "Transfer/Appeals" tab.
- ▶ Click on the student's name you wish to edit.
- ▶ Click on the "Edit" tab.
- ▶ Review the information and select your decision, save your response.

