

Residence/Transfer Waiver Request Checklist

All of the material should be collected by the receiving school and sent to Mel Dow, Associate Director, at the WIAA along with this Waiver Request Checklist.

School Requesting Waiver: _____

School student is leaving: _____

Athletic Director of Requesting School: _____

Name of Student: _____ Date of Birth: _____

Current Semester in school: 1 2 3 4 5 6 7 8

Extenuating circumstance is defined as an unforeseeable, unavoidable and uncorrectable act, condition or event which results in severe burden and/or involuntary change, that mitigates the rule.

In considering a waiver request based on extenuating circumstances, the element of events outside a student or family's control vs. choices/decisions/actions which contain knowable/predictable outcomes or consequences, is always an integral part of the review. Denial is made when it appears this student's situation has come about largely as a result of choices, decisions and/or actions made by the student or his/her family.

If the athletic director has reviewed and believes extenuating circumstances apply in this situation, the request should be brought to the WIAA from the athletic director of the receiving school.

Required documentation to be sent as one complete package including all of the following:

- ☐ EVTS (Eligibility Verification of Transfer Student) form – Completed by sending school
Online form: <https://schools.wiaawi.org/Forms/EVTS>
- ☐ Letter from the receiving/requesting school requesting a waiver with brief explanation, including any and all supporting documentation.
- ☐ Letter from the family – explaining circumstances leading to transfer, including any and all supporting documentation.
- ☐ Letter from the student – explaining circumstances leading to transfer (recommended)
- ☐ Letter from the “receiving” and “sending” family if changing residences without entire family moving – documenting acceptance, school enrollment, residence, and meeting graduation requirement
- ☐ Student transcripts from receiving/requesting school
- ☐ Sending & receiving school – signed WIAA rules document – [Athletic Eligibility Information Bulletin](#)
- ☐ Documentation supporting reasons stated in the letters **should** be included.
- ☐ Supplemental documentation that can be helpful when requesting a transfer/residence waiver includes: medical, law enforcement/courts, foster care, HHS, military, e.g.

Supplemental documentation that can be helpful supporting a claim of financial hardship:

- A written chronology detailing what's taken place and why the family feels they are facing financial hardship
- Copies of bills/invoices for health-related issues and/or home events that have left them financially strapped
- Insurance correspondence documenting financial hardship
- Copies of tax returns
- Letters from employers, newspaper clippings citing changes to employment, etc.
- Letters from the nonpublic school they are leaving supporting the claim
- Letters from the nonpublic school they are leaving corroborating that they have exhausted all avenues to stay in the school are significant

Age Waivers – Use form available on website, include video (DVD or electronic format preferred) interview of Student (Ref. Rules of Eligibility, Article II, Section 1A-1). Provide letters from student/family documenting extenuating circumstances.

Consecutive Semesters – Use form available on website (Ref. Rules of Eligibility, Article V, Section 1A-3d). Include complete grade 9-12 transcript; 9-12 daily attendance record/summary. Provide letters from student, family and others documenting extenuating circumstances.