

Instructions for Completing the PIAA Transfer of Athletic Eligibility Form

Please do:

- Fill out the first page of the form including ALL of sections 1 – 3
- Return the form to the Office of the Athletic Director after Page 1 is complete or;
- If you are completing this form in the Office of Academic Affairs, please leave it with a staff member there

Please DO NOT:

- Take the form to the student-athlete's former school
- Do not call the student-athlete's school to request the form be signed
- Do not fax, mail or email the form to the student-athlete's former school
- Do not list anything related to athletics as your reason for transfer

The proper protocol for these forms is as follows:

- Page 1 of the Transfer Form is completed by a parent of the transferring student-athlete
- All four pages of the form with ONLY page one completed are given to the appropriate person at La Salle (Academic or Athletic Office)
- the Principal of La Salle will sign the form and give it to the Athletic Director
- the Athletic Director will contact the school from which the student-athlete is transferring to discuss the reasons for transfer
- the Athletic Director will send the form to the appropriate administrator at the school from which the transfer is taking place
- when the above (signed) form is returned to the Athletic Director, it will be sent to the PIAA for their records
- In most cases, if the Principal of the school from which the transfer is being made confirms athletics plays no role in the transfer, the student-athlete has immediate eligibility
- If the transferring school claims athletics has a role in the transfer, (a rare occurrence) a hearing to determine eligibility is held on the District level.

Please direct any questions to: parisij@lschs.org