

## Residence/Transfer Waiver Request Checklist

**All of the material should be collected by the receiving school and sent to Wade Labecki, Deputy Director, at the WIAA along with this Waiver Request Checklist.**

School Requesting Waiver: \_\_\_\_\_

School student is leaving: \_\_\_\_\_

Athletic Director: \_\_\_\_\_

Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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  
Download from: [http://www.wiaawi.org/Portals/0/PDF/Eligibility/FORM\\_transfereligibility.pdf](http://www.wiaawi.org/Portals/0/PDF/Eligibility/FORM_transfereligibility.pdf)
- Letter from the receiving/requesting school requesting a waiver with brief explanation
- Letter from the family – explaining circumstances leading to transfer
- 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

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.