



JSERRA
CATHOLIC HIGH SCHOOL

26351 Junipero Serra Road | San Juan Capistrano, CA 92675 | 949.493.9307

www.jserra.org

ATHLETIC DEPARTMENT

**TRANSFER POLICIES
&
PROCEDURES & FORMS**

Initial Transfer Process

1. Everything starts with the Admissions Department
2. Athletic Department will receive notification from the Admission Department that a student is interested in enrolling at JSerra.
3. The Admissions Department will have transfer complete an athletic eligibility questionnaire.
4. Completed questionnaire will be turned into the Athletic Department for review.
5. All new transfers will be informed that they are ineligible for 365 days, unless they appeal the status through our "Athletic Eligibility Process ".

Athletic Eligibility Process

1. Athletic Transfer Policies & Procedure received from Admissions Department.
2. CIF pre-screening clearance form is completed by Athletic Director or Assistant Athletic Director.
3. Type of eligibility is determined by the Athletic Director.
4. Transfer form is provided to parent(s) with guidance on what to complete and what steps to take, including necessary documentation if applying for a Valid Change of Residency (JSerra Valid Change of Residency Check List provided to appropriate case).
5. JSerra Paperwork & Practice Clearance forms provided to transfer.
6. Respective sports are notified that a transfer student has intentions of joining the respective program and may practice, ONLY when JSerra Paperwork & Practice Clearance forms are verified by Athletic Department.
7. Transfer form is reviewed for proper completion.
8. Situation is reviewed between initiator and athletic director to verify proper eligibility is marked, completion of forms, thoroughness of investigation and sign documents.
9. Necessary JSerra coaches signature and supportive letters are attained.
10. Forms are announced complete to Athletic Director who provides approval for submission to CIF.
11. Forms are scanned and submitted to CIF.
12. Original documents and all supportive materials are placed into respective file.
13. CIF-SS website is checked for student-athlete eligibility. Status is determined.
14. Athletic Director is notified of eligibility determination by CIF and print-out of eligibility is placed in appropriate file.
15. Athletic Director notifies coach of student-athlete eligibility.
16. Coach notifies parent & player of eligibility.

Transfer's Name: _____

Date: _____

General Information

What school did the transfer last attend?	
Was this the only high school the transfer attended?	
What were the dates of enrollment at the previous school/s?	
Why did the transfer leave his/her last school?	
Why does the transfer want to attend JSerra?	
Did the transfer play a sport at their former school? If yes, what sport(s)?	
What sport(s) does the transfer want to play at this school?	

Residency

What is the transfer's current address and phone number?	_____ _____ _____ () _____
How many years has the transfer lived at the address?	
Has the transfer moved recently? (Yes If yes: a. Who lived with the transfer at his old address? b. Who lives with the transfer at his new address?	a. _____ _____ b. _____ _____
Is a divorce or custody change occurring or has occurred in the last year?	
If your parents have been separated for more than one year, please provide: a. What is your father's address?	a. _____ _____ _____

b. What is your mother's address? (or guardian?)	b.
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Academics, Discipline & Age

Were you academically eligible at your last school?	
Did you maintain a minimum 2.0 grade point average and have the proper number of credits?	
Are you now academically eligible?	
Were you in any kind of disciplinary trouble when you left your last school? If yes, briefly explain.	
How old is the transfer?	
When was the transfer born (month/day/year)?	
What grade is the transfer in now?	
What grade is the transfer supposed to be in?	

Undue Influence

Is one of your past coaches at the new school you are transferring into? If yes, who?	
If yes, have you been coached by the respective individual in the past 24 months?	
Have you had any interaction with JSerra personnel at any outside venue? Church, gym, supermarket, etc. If yes, who & briefly explain	
Have you been contacted by any person associated with JSerra athletics, including any current booster(s)? If yes, briefly explain.	

The foregoing information is true and correct.

Parent Signature: _____ Date: _____

Transfer Student Signature: _____ Date: _____

Please send completed forms to Assistant A.D. Donald Evans – devans@jserra.org