

TRANSFER APPEAL GUIDELINES

NYSPHSAA TRANSFER RULE

For consideration when determining hardship waivers of the Transfer Rule

Financial – Appeals require documented proof of a significant loss of income or a significant increase in expenses.

- Written description outlining the circumstances that led to the financial hardship. Appropriate documentation may include:
 - Evidence of loss of income or change in financial obligations that are not self imposed.
 - Family W2 forms – pay stubs.
 - Notarized statement from parent.
 - Statement from employer, attorney, accountant, social services or other professional personnel with knowledge of the circumstances.
 - Most recent tax returns – past two years.

Health and Safety – Appeals are considered for safety, mental health, personal relationships and other similar circumstances.

- Written documentation is required from Superintendent of Schools or HS principal of the sending school indicating the specific circumstances which necessitated the transfer.
- Supporting documentation from a third party outside of the school may be submitted. Example: Police report.

Educational –

- Evidence that the student is taking three units of credit in a particular subject area or any combination of three units of credit in Advanced Placement, International Baccalaureate or dual college credit courses not offered in the sending school which qualify for graduation requirements. Each dual college credit course is the equivalent of one unit of study at the high school level. The Director of Guidance or Principal of the sending school must submit a list of their school's course offerings. The Director of Guidance or Principal of the receiving school must submit a copy of the student's schedule through grade 12 and a list of course offerings. Subsequent verification of the student's schedule may be requested.
- Written documentation from Superintendent of Schools or HS principal of the sending school indicating the specific academic circumstances requiring the transfer.

Foreign Exchange student –

- Report these students through the Section office by using a standardized form.

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