



CIF-San Diego Section
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INSTRUCTIONS FOR USE OF EZ FILE DECLARATION FOR ATHLETIC ELIGIBILITY

The EZ File Declaration is to be used to request transfer of athletic eligibility for a limited purpose and only by you or your designee. Coaches and parents are not to use this form and should not have access to the form.

Please forward form to administrator given authority to submit to CIFSDS. Form should be filed for future use, as it cannot be placed on website.

THE LIMITED USE OF THIS FORM IS ONLY FOR TRANSFERS WHO:

1. Made a valid change of residence;
2. Did not play the sport last year;
3. Are requesting only limited eligibility; or,
4. Are making the first time move before the first day of a student's third consecutive semester.

REQUESTING (NEW) SCHOOL

If you are the requesting (new) school, this form is to be completed and emailed **as an attachment** to Dennis Ackerman with a copy to the former school's principal at the same time. As soon as the former school responds, Dennis will respond to your email.

FORMER SCHOOL

If you are the former school and receive a copy of this email attachment, please complete the bottom portion and return email **as an attachment** to Dennis so he can make a decision. The process depends on your timely response. Be sure to keep a copy of the completed form in a folder on your computer for your record.

IMPORTANT NOTES:

- **City Conference** schools should request direction from the conference president regarding submission of this document.
- **Grossmont Conference** schools may submit the form directly to the CIFSDS but must copy the conference president.
- **Metro Conference** schools must first submit the completed form to the athletics coordinators at the district office.