

**ROPSSAA**  
**Transfer and Eligibility Form - USER GUIDE**

Getting Started:

1. Ensure you are using the current years form (ROPSSAA Transfer and Eligibility Policy Appeal Form 2009-2010).
2. The ROPSSAA Transfer and Eligibility Policy Appeal Form must be completed for ANY student who attended another high school anywhere in the past 12 months and by any grade 9 student not living in their designated school boundary.
3. Do not allow students to complete forms without supervision and guidance (preferred method is to have the student answer the questions and to have the transfer contact fill in their answer).
4. Ensure ALL information requested is provided including documentation or the form will not be considered.
5. **It is strongly recommended that the opportunity for a student to complete the form be provided to them upon their registration to your school.**
6. **DO NOT** use pencil to complete the form. **DO NOT** mark the form with a highlighter.

Working through the form:

1. Fill out the students' current address, date he/she moved in, and who they are living with.
2. If there was a previous address (for any time they were in high school) that must be included, as well as dates in and out, and who they lived with. If there is not enough space, add to the bottom, or attach another page. If there is no previous address, indicate 'none'.
3. Indicate the present school the student is attending and the date of entry, termed or semestered, and the city/town the school is in.
4. In reverse (most recent to least recent) order, list ALL previous HIGH schools the student attended along with the dates of entry, termed or semestered, and city/town. If there is not enough room, add to the bottom or attach another page. **DO NOT PROVIDE ANY ELEMENTARY SCHOOL INFORMATION.**
5. Indicate the month and year into grade 9, and the number of credits as of June 2009.
6. Indicate what sports were played at the interschool level in the 12 months prior to the transfer. If none were played, indicate 'none'.
7. Read the entire policy carefully to determine the category (a-f) under which the appeal is being made. Select ONE category only.

***Note: should you be unable to find a category to meet your needs it is likely your applicant is ineligible.***

8. Once completed have the student sign the form, send the form home for parent signature, return form for principal signature, have transfer and eligibility contact forward for processing.
9. All supporting documentation **MUST** be submitted with the form for the form to be considered, category requirements are indicated.
10. **A copy of the submitted form and any documentation along with the fax confirmation to be kept on file at the school.**

2009-2010 ROPSSAA Application Deadline Dates:

- send completed forms by 12:00 noon to fax 905.890.0771

Monday September 14, 2009

Friday September 25, 2009

Friday October 30, 2009

Friday November 20, 2009

Friday December 11, 2009

Friday March 5, 2010

Friday March 26, 2010

Friday April 30, 2010 (this application deadline provides no appeal opportunity to Ofsaa)

***Please take the time to complete the form accurately and submit it by the declared deadline.***