



ADMINISTRATIVE PROCEDURE

ATHLETIC TRANSFERS

AP 5110.4

Effective Date: July 1, 2024

- I. **PURPOSE:** To outline the athletic participation procedures and general guidelines for student athletes in Prince George’s County Schools (“PGCPS”).
- II. **POLICY:** The Board of Education (“Board”) expects that each student will attend the identified residential boundary school in which their parents or legal guardian(s) resides. However, the Board recognizes that there are circumstances when consideration may be given for a student to attend a school other than their identified residential boundary school. (Board Policy 5110.3)
- III. **BACKGROUND:**
 - A. As directed by the Maryland Public Secondary Schools Athletic Association (“MPSSAA”) and PGCPS Athletic Handbook, students legally transferred to another school may participate in interscholastic athletics.
 - B. Athletic Directors, or their designee, are responsible for ensuring that all paperwork is timely submitted to the Office of Interscholastic Athletics.
 - C. Athletic Directors, or their designee are required to participate in related annual trainings and review this administrative procedure, on an annual basis.
- IV. **DEFINITIONS:**
 - A. **Bona Fide Residence** – The dwelling for which the person claims a property tax credit. A student may only have one bona fide residence for the purpose of interscholastic athletics eligibility.
 - B. **Boundary school** – The school assigned to the address of the parent or legal guardian.

- C. Designee – The Principal or Assistant Principal over school-based athletics.
- D. Domicile – A person’s principal or legal residence.
- E. Graduation Cohort Year - a group of students who begin as first-time ninth graders in a particular school year.
- F. In-county transfer (during the season) – A student that transfers from one PGCPS school to another PGCPS school after the first date of competition for each sports season.
- G. In-county transfer (out of season) – A student that transfers from one PGCPS school to another PGCPS school before the first date of competition for each sports season.
- H. Legally transferred – a change of residence or a transfer from one school to another by action approved by the local superintendent of school.
- I. Open seat transfer – A list of available school options for which a parent or legal guardian may submit a request for a discretionary transfer and in which the enrollment capacity has not exceeded 90% of the state-rated capacity. Parents can apply for this transfer during the open seating transfer period.
- J. Out-of-boundary transfer – A PGCPS student who attends one PGCPS school and transfers to another PGCPS school.
- K. Out-of-county transfer – A student that transfers to PGCPS from a different county or state, before or after the first date of competition.
- L. Residency – The place where once currently lives.
- M. Special Transfers – A discretionary transfer that is granted by PGCPS, under specific circumstances. The transfer can only be approved by the Office of Student Records and Transfers.

V. **PROCEDURES FOR ATHLETIC STUDENT TRANSFERS:**

- A. Residency and Transfers

1. The home address provided to the registrar and shown on the Athletics Transfer Screening Form must be the sole *bona fide* residence, and the school Principal must be notified immediately of any change in residence, since such a move may alter the eligibility status of the student.
2. Transfers can only be granted by the Office of Student Records and Transfers must be on file with the school's registrar.

B. Athletic Transfer Screening Form

1. The Office of Interscholastic Athletics requires the PGCPS Athletic Transfer Screening Form to be completed and submitted for all student transfers.
 - a. The PGCPS Athletic Transfer Screening Form must be initiated by the Athletic Director or the Principal of the school that the student is exiting.
 - b. Athletic Directors, for the receiving school, are responsible for submitting all paperwork to the Office of Interscholastic Athletics, signed by:
 - 1) The AD and the Principal at the school the student is exiting,
 - 2) The AD and the Principal at the receiving school, and
 - 3) The Coordinating Supervisor for Athletics or the Supervisor of Athletics.
 - 4) The Office of Interscholastic Athletics has 10 business days to approve or deny the submitted Athletic Transfer Screening Form. Parents have 10 business days, from the date of the official letter from the Office of Interscholastic Athletics, to appeal a denial of their Athletic Transfer Screening Form. The appeal must be sent to the Office of Appeals in written form (formal letter or email).

C. Mandatory Documentation

1. Two forms that show proof of residency for parents or legal guardians.
 - a. Deed
 - b. Notarized lease
 - c. Utility bill within the last month

- d. The Athletic Transfer Screening Form
- e. Registration form with legal address and parents/guardians
- f. Official transcript and official report card
- g. County approved transfer
- h. Shared housing document
- i. Open seating document
- j. Homeless document
- k. Proof of guardianship

D. Additional Transfer Guidelines

1. In-county Transfer

- a. All in-county transfer students are deemed ineligible to participate in interscholastic athletics until all completed paperwork (see list under IV. C. 1. above) is approved by the Office of Interscholastic Athletics.
- b. The Athletic Director will be notified on the approved start date for each transfer student.
 - 1) The Athletic Director will be notified by the Office of Interscholastic Athletics.
- c. Students who transfer prior to the first official date of playper sports season may be eligible to participate after all completed paperwork is approved by the Office of Interscholastic Athletics. The Athletic Director will be notified of the approved start date for each transfer student.

2. In-county Transfer During Season

- a. Students who are a member of a sports team may only represent one school during a sports season. Students are immediately ineligible for the remainder of the in-season sport played at the previous school, upon transferring to any other PGCPs public school.
 - 1) Students who play a sport at the previous school are ineligible to play that same in-season sport at the school that they are transferring into.

3. Out-of-County Transfer

- a. All out-of-county students, who transfer into a PGCPSS school, are deemed ineligible until all completed paperwork (see IV. C. 1. and 2. above) is approved by the Office of Interscholastic Athletics.
- b. The Athletic Director will be notified of the approved start date for each transfer student. The Athletic Director will be notified by the Office of Interscholastic Athletics.
- c. Transfer students are ineligible to start the season or join a team once the regional and state playoffs for the season have begun.

E. Ineligible Students

1. Teams who roster and play an ineligible player will be subject to discipline in the form of disqualification or game forfeitures based on the MPSSAA or PGCPSS rules and regulations.

F. Recruitment of Athletes

1. PGCPSS coaches are prohibited from recruiting or instigating recruitment of students for the purpose of athletic participation.

G. Years of Eligibility

1. Students may only participate in athletic contests for a maximum of four seasons.
2. Students may not participate in any high school athletic contests, beyond their fourth year of high school, beginning from their 9th grade COHORT year.
3. After the 4th year, students may not participate in sports if they are repeating for their 5th year.
4. Students may not repeat the 12th grade and participate in sports (no waivers).

H. Appeal Process

1. Parents/legal guardians may appeal the ineligibility of an athlete due to a transfer in writing, within 10 business days from the date of the official letter from the Office of Interscholastic Athletics.
2. Appeals must be sent to the Coordinating Supervisor of Athletics, 4400 Shell Street, Capitol Heights, MD 20743.

3. A hearing committee shall convene within 10 business days to review or hear the case and determine eligibility.

The committee is comprised of a minimum of 3 people, but not limited to the following individuals:

Coordinating Supervisor for Interscholastic Athletics or their designee;

- a. Associate Superintendent of High Schools or their designee;
- b. Office of Pupil Accounting/School Boundaries; or
- c. Office of Interscholastic Athletics designee.

VI. MONITORING AND COMPLIANCE:

A. Athletic Director

1. PGCPS athletic directors, in the school that students are transferring into, will be responsible for:
 - a. Collecting all documentation required for transfers.
 - b. Obtaining the Principal's signature on all required documentation.
 - c. PGCPS athletic directors for the school that the student is transferring into will be responsible for submitting all documentation to the Office of Interscholastic Athletics.
 - d. PGCPS athletic directors for the school that the student is transferring into will be responsible for submitting all documentation to the Office of Interscholastic Athletics.
 - e. Prior to the fall season beginning, all PGCPS athletic directors are required to attend the annual training covering required documentation and rules/regulations of transfer student/athletes.
 - 1) The annual training is provided by the Office of Interscholastic Athletics.

B. School Principal

1. The school principal will review the transfer request and complete the transfer form with a signature ensuring all documents are in compliance with the transfer policy.

C. Office of Interscholastic Athletics

1. The Coordinating Supervisor and/or Supervisor will review all documents submitted by the athletic director and approve/deny the transfer, if appropriate.
2. The approval/denial for the transfer student/athlete will be sent to the principal and athletic director in writing after verification.
3. Athletes, who receive an approval letter, may not practice or play until written notification is sent to the principal and athletic director. The athlete must complete 10 days of practice prior to competition. (exclude Sunday)

VII. RELATED ADMINISTRATIVE PROCEDURES:

- A. Maryland Public Secondary Schools Athletic Association Handbook
- B. PGCPS Athletic Handbook
- C. Administrative Procedure 5110.3, Student Transfers

VIII. LEGAL REFERENCE: None

IX. MAINTENANCE AND UPDATE OF THIS ADMINISTRATIVE PROCEDURE: The Office of Interscholastic Athletics is responsible for maintenance and updates for this administrative procedure.

X. CANCELLATIONS AND SUPERSEDURES: None

XI. EFFECTIVE DATE: July 1, 2024