

CCS Valid Change of Residence Documentation Checklist



Student Name: _____

School Name: _____

Date: _____

In order for the school to certify a **Valid Change of Residence** for athletic participation, the following documents are **REQUIRED** to be provided. This bylaw complies with the CIF State Constitution.

A transfer application will not be entered into the CIF-CCS transfer system by the school until **ALL** requirements are met. The CIF-CCS Commissioner may request these documents and/or additional documentation if it is deemed necessary to confirm the Valid Change of Residence.

NOTE: Providing incorrect, inaccurate, incomplete or false information can lead to ineligibility for up to 24 months (CIF Bylaw 202B) for the student.

Athletic Director: Please **initial** on appropriate lines below, after verifying and collecting the documentation.

Required – All Five (5) Must Be Submitted:

- _____ 1. Real estate documents indicating & verifying the Valid Change of Residence OR proof of entering a long-term lease (minimum of 12 months)
- _____ 2. Proof of former residence address being terminated (lease termination letter, escrow closing papers)
- _____ 3. Bank account statement/credit card statement with new residence address indicated
- _____ 4. Proof of at least 2 utility services/monthly bills in the family's name at the new residence address **and** documentation of termination of the same at the former address (cell phone, auto insurance, pay stub, gas, water, electricity, cable tv, etc.)
- _____ 5. Proof of change in address on the parent(s)/caregiver(s) and age-appropriate student's driver's license to new residence address

At Least One (1) Of the Following Items Are Required to Be Submitted

- _____ A. Proof of the submission of an official Change of Address notification to the US Postal Service to receive mail at the new residence address
- _____ B. Proof of voter registration listing the new residence address
- _____ C. Proof of transfer of parent(s)/guardian(s)/caregiver(s) and age-appropriate student's motor vehicle registration to new residence address

Parent/Guardian/Caregiver Signature: _____

(By signing, I certify that I have provided the school with **all** required & truthful documentation of a Valid Change of Residence.)

Athletic Director/Assistant Principal Signature: _____

(By signing, I certify that the school has collected, reviewed & is in possession of **all** required documentation of a Valid Change of Residence.)

1. Upload this checklist with **Parent/Student Information & Signature Form** into transfer case in CIF-CCS Home.
2. Keep all copies of documentation on file at your school site and **upload all documentation into the student's transfer file in CIF-CCS Home.**