

Guidelines for Certifying Athletic Eligibility

Revised April 9, 2015

It is the responsibility of the school administrator to complete and return to the CFA/ACEA office the athletic eligibility material listed below by the assigned due date. A late fee of \$10 per business day will be assessed beginning on the fourteenth day following the due date for eligibility to be in the ACEA office.

- *Team Eligibility List* (one per team) - **Must have the original signature of the Administrator.**
- Transfer Student Verification Form
- Financial Assistance Student Reporting Form
- Copy of Season Schedule
- Name of Officiating Association with contact information
- Coaches Signed Statement
- Copy of Concussion Training Certificate per coach (if not already on file in the CFA/ACEA office)

In addition:

1. **New Schools:** Students listed on your *Team Eligibility List*
 - A copy of each student's birth certificate
 - Grades from 6th to present.
 - Grades for 5th if student is currently in 6th grade.
2. **Schools that played sports in the CFA/ACAA the previous year:**

Check Birth Certificate/Transcript List of items on file in the CFA/ACEA office. If a student is listed, we have a copy of their birth certificate. If grades for 6th and 7th are filled in, **you do not need to send additional grades.**

Students that were enrolled in your school the previous year, but are not listed on the Birth Certificate/Transcript List of items on file in the CFA/ACEA office you will submit the following:

 - A copy of the student's birth certificate
 - Grades from 6th to present.
 - Grades for 5th if student is currently in 6th grade.
3. **For transfer students submit the following:**
 - A copy of the student's birth certificate
 - Grades from 6th to present.
 - Grades for 5th if student is currently in 6th grade.
4. **When adding student(s) to your *Team Eligibility List* after the initial list is submitted:**
 - Submit a *Team Eligibility List* for the student(s) that are being added with the original signature of the Administrator.
 - Submit a copy of birth certificate and grades as shown above as applicable for...
 - Schools that played sports in the CFA/ACAA the previous year
 - Transfer students or
 - New school
5. **The following forms are kept on file at your school:**
 - Medical Release Form
 - Medical History Form