

# 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 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 for 6<sup>th</sup> to present
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 6<sup>th</sup> and 7<sup>th</sup> are checked **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 for 6<sup>th</sup> to present
3. **For transfer students submit the following:**
    - A copy of the student's birth certificate
    - Grades from 6<sup>th</sup> to present
  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 original signature of 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