



Arizona Inter-scholastic Association, Inc.

## 520 Form – Information and FAQ’s

### **Effective for all transfers on or after July 1, 2008**

The 520 Form was adopted by the AIA Legislative Council upon the proposal from the 5A Conference. This form is in response to the continued concerns of the membership of students transferring for athletic reasons and to enhance the accountability of the membership, parents and students in fulfilling the mission of the AIA.

### **Legislative Council Agenda – March 7, 2008**

#### **5A CONFERENCE – PROPOSED AMENDMENT**

Amend AIA Bylaws: Article 15 Student Eligibility Rules, Section 15.10 Transfer Rule, and (Page 43)

#### **Rationale for Proposed Amendment:**

**Attempt to tighten transfer procedures and help track kids that move from one school to the next.**

- 15.10 **TRANSFER RULE** - After enrolling and attending one or more classes, students changing enrollment to/from one school to another school shall be considered a transferring student. **Upon completion and filing with AIA of Form 520 (Application for Eligibility), student shall be eligible to participate in interscholastic competition at the school to which he/she transferred provided there is a corresponding change of domicile of parent(s) or guardian(s).**

### **Instructions for completing 520 Form**

**Part 1 & 3 – filled out by parents and signed by Principal & Athletic Director**

**Part 2 – Entire form sent to school student previously attended. Form must be signed by Principal & Athletic Administrator then returned to student’s present school. Upon completion by both schools, parents/guardians and student:**

1. Complete in its entirety the 520 Form.
2. Original copy is to be kept at school.
3. Copy of 520 Form sent to AIA Office –  
Attn: Ms. Heidi Messner.  
**FAX 602.385.3779**
4. An email will be sent from the AIA Office verifying receipt of 520 Form.
5. **Provided all other eligibility requirements are met, student is eligible when completed form is received by the AIA office.**

#### **FAQ’s**

- Q. Does every transfer student have to complete the 520 Form?**  
**A. YES**
- Q. How will I know the form was received at the AIA Office?**  
**A. You will receive an email from the AIA verifying receipt.**
- Q. If a 530 Form is sent to the AIA Office on a student, is the 520 Form still needed?**  
**A. YES – THE 520 form is required on all transferring students**
- Q. When is student eligible?**  
**A. Provided all other eligibility requirements are met, student is eligible when completed form is received by the AIA office.**