



**MEMORANDUM**

*This memorandum should be completed and submitted by the receiving school.*

**TO:** \_\_\_\_\_, Sending Principal  
\_\_\_\_\_, Sending Athletic Director  
\_\_\_\_\_, Senior High School

**FROM:** \_\_\_\_\_, Receiving Principal  
\_\_\_\_\_, Receiving Athletic Director  
\_\_\_\_\_, Senior High School

**DATE:** \_\_\_\_\_

**SUBJECT: NOTIFICATION OF TRANSFER STUDENT ELIGIBILITY AETRC HEARING FOR (DATE) \_\_\_\_\_**

Please be advised that (Student) \_\_\_\_\_, (ID#) \_\_\_\_\_, who withdrew from your school on (Date) \_\_\_\_\_, and enrolled at (Name of School) \_\_\_\_\_ on (Date) \_\_\_\_\_, is appearing before the AETRC on (Date) \_\_\_\_\_, to determine his/her athletic eligibility for the current school year.

Please contact me at (Phone Number) \_\_\_\_\_ for any questions of concerns.

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*This section is to be completed by the sending school.*

- I approve this transfer in regard to the above stated student’s athletic eligibility.
- I disapprove this transfer in regard to the above stated student’s athletic eligibility;
- I have no knowledge concerning this student transfer.

Comments from the sending school:

Principal’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Athletic Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please fax to 305 275-3721, attention Mr. Dung Nguyen*