

PAPF Process

Start a PAPF with a parent present

MENU

Academic Year:
2017-2018

Your Message Center (4)

Registration & Training

Eligibility Forms

Eligibility Home

Initiate PAPF

Displacement Form(s)

Out-Going Athletes

Enrollment & Activity

Help Parent Fill Out PAPF

Parent Info

Use this form to start a PAPF with a parent/athlete.

The parent and/or athlete will need to be present with you to use this option. If you are unable to get assistance from the parent or athlete, you can use the form below to send the PAPF via email.

*Parent First Name

Terry

*Parent Last Name

Parent

*Parent Home Phone/Cell Phone

(212) 121-2121

*Parent Email

terryparent@gmail.com

When the parent is available and present, a PAPF can be started.

Athlete Info

*Full Legal Name (first middle last, don't include suffix)

Sammy Best Student

You will first complete the students information. This is the information found at the top of the page on the paper PAPF form.

*Date Of Birth

05/03/2001 MM/DD/YYYY

Once you hit submit, you and the parent will complete questions 1-18 and submit. The parent will have the opportunity to re-review all answers and forms. This will allow parents to change* any answer that may have been answered incorrectly.

*First Name

Sammy

Middle Name

Best

*Last Name

Student

*All changes to answers will be presented as a history for coordinators to review.

*Gender

Male

*Grade

10

*Academic Year

2017-2018

Submit Eligibility Form

PAPF - Page 1 (part 1)

Previous Athletic Participation Form

University Interscholastic League

Eligibility Questionnaire for New Student Athletes in Grades 9-12
This Form Must be on File with School Before Participation at any Level in Grade 9-12

(To be filled out by the student and/or parent and filed with the school.)

Athlete Name: Grade: Birthdate: Age:
Current Address: City: State: ZIP:

New School Info

New School Name: City: Select:

Old School Info

Previous school is not a UIL member:
Last School of Participation: City: State: Select:

Previous sport(s) participation:

Baseball Basketball Cross Country Football Golf Soccer Softball
 Swimming/Diving Team Tennis Tennis Track and Field Volleyball Wrestling

Enrollment Info

Date of Enrollment in New School: Date of Withdrawal from Previous School:

Has the student been continuously enrolled in the new school for one calendar year? YES NO

YES NO

1. Has the student ever practiced or participated in extracurricular athletic activities (before school, after school or during an athletic period) at another school in the United States or Mexico in grades 8-12? If yes, the student must complete page 2 in addition to page 1 and both pages must be sent to the District Executive Committee Chairperson. If no, the student must complete page 1 and file with the school and/or athletic department ONLY.

YES NO

2. Has the student ever enrolled or participated in a Magnet program, Charter school, Open/Choice Enrollment (within the ISD) or International Baccalaureate (IB) program in grades 9-12?

Parent Residence Rule: *Questions (3-9) in this section are referring to biological parents. Reference C&CR Section 440(b) & 442.

----->

3. Does the student live with:

One Parent Both Parents Guardian Foster Parent(s)?

If the student lives with a GUARDIAN or FOSTER PARENT(S), a UIL Parent Residence waiver may be required.

----->

4. Are the parents of the student:

Married Never Married Married-Living Apart Divorced Deceased?

If the parents are MARRIED-LIVING APART or MARRIED and the student is LIVING WITH ONE PARENT, a UIL Parent Residence waiver may be required.

YES NO

5. Does the parent(s) of the student reside outside the attendance zone of the school the student wishes to represent?
If yes, a UIL Parent Residence waiver may be required.

YES NO

6. Is there a change in schools but no change in address?

YES NO

7. Is more than one residence owned, rented or maintained by the parents?

YES NO

8. Are any members of the family still residing at the previous residence?

YES NO

9. Are there other family members in grades K-12 attending a different school district other than the school district the student is now attending?

YES NO

10. Is the student enrolled in less than an average of four hours per day of instruction for either state or local high school credit?
Full Time Student Rule: Reference C&CR Section 403.

PAPF – Bottom of Page 1

YES NO 11. Did the student first enroll in the 9th grade more than 4 years ago? The first date of enrollment in 9th grade: 08/02/2016
Four Year Rule and Age Rule: Reference C&CR Section 400 & 405(Four Year) & 440(c), 446(Age).

YES NO 12. Has the student ever repeated a grade since first entering the 7th grade?

YES NO 13. Will (or was) the student 19 years of age on or before September 1 of the current school year?

YES NO 14. Is the student a foreign exchange student?
Foreign Exchange Rule: Reference C&CR Section 468(3).

YES NO 15. Has the student done anything to jeopardize their amateur athletic status?
Amateur Athletic Rule: Reference C&CR Section 441.

Assist in Determining if Student Changed Schools for Athletic Purposes: Reference C&CR Section 443.

YES NO 16. Did anyone from the new school contact the student prior to their enrollment in the new school?

YES NO 17. Was the student ever prohibited from participation at the previous school?

YES NO 18. Did the student play on a non-school team and is transferring to the school where members of the non-school team attend?

What level of participation is requested by the athlete?
Varsity

Varsity level may require extra forms for this application. The system will direct you as needed.

What sport(s) is the athlete intending to tryout for:

Baseball Basketball Cross Country Football Golf Soccer Softball
 Swimming/Diving Team Tennis Tennis Track and Field Volleyball Wrestling

TO BE COMPLETED BY STUDENT, PARENT AND ADMINISTRATOR OF NEW SCHOOL

It shall be the responsibility of each school to have on file the following required annual forms for each student who participates in any practice (before school, after school or during an athletic period), scrimmage or game: Preparticipation Physical Examination (for students in their first and third year of high school participation), Medical History Form, Illegal Steroid Use and Random Steroid Testing, Parent and Student Notification/Agreement Form, Acknowledgement of Rules Form, Concussion Acknowledgement Form and Sudden Cardiac Arrest Awareness Form. Incorrect or untrue information provided by the parent or student could cause ineligibility and could result in the forfeiture of contests in which the student has participated in addition to other penalties. The following signatures certify that to the best of your knowledge, all information presented on this form is true and correct.

Signature of Student: Sammy Best Student Signature of Parent/Guardian: Terry Parent

Coach Info

Signature of New School Coach: Steve Paul

New School Coach Name: Steve Paul

Coach Email: silverado103@yahoo.com

Sport: Base

> Do you have files that you need to upload? [Click Here!](#)

The answers to these question will determine what, if any, documentation is needed to complete the PAPF. After submitting you may be prompted to provide additional documentation. The system will guide you through the process.

PAPF – Eligibility Certification

Once this form has been submitted, the coordinator will review the application.

Eligibility Certification

This section should be completed by the individual(s) with whom the student is currently residing at the new school. We, the undersigned, certify that the student is in compliance with the transfer and admission policies of the local school district. This student is not changing schools for athletic purposes and was not recruited. We understand that any false or incorrect information could cause the student to be declared ineligible and could result in the forfeiture of contests in which the student has participated at the new school, in addition to other

Athlete Name: New School: Last School of Participation:

Students Current Address: City: State: ZIP:

Previous Address (Full Address):

Status of Previous Residence: Sold Leased Vacant Still Own

Parent Signature: Date: 

(Example of the system guiding the coach/parent. This form is only needed if the application situation requires it.)

PAPF – Parent Input Complete

Date Started	Name	Receiving School	Last Modified	Status	Quick View	Application Type
	<input type="text" value="student"/>	<input type="text" value="School Name"/>				
05/15/2018	Sammy Student 	Sinton	05/15/2018	Eligibility: Parent Reviewing	Started with Parent, Transfer Rule	Varsity

After all forms/waivers have been completed, the coordinator helping the parent will be directed to the eligibility home page. The parent will be notified that the application is now ready for their individual review*.

If the user helping the parent is a coach, they will not be allowed to process the application beyond this point. However, the coach can track the progress of all applications they initiate.

*Parent login/account access information is sent to *parent email* that was established in first step of process

PAPF - Coordinator

The coordinator will review the application for accuracy

Coordinator – Review Application

1 View Uploads Add Uploads 2

This application is for **Varsity** participation

This application requires DEC approval once your review is complete.

Athlete Info:
Name: Sammy Best Student
Address: 123 Allow Way Sinton Texas 78787
Graduation: 2019
Grade: 10
Birthdate: 05/03/2001
Age: 17
Ninth Grade Enrollment: 08/02/2016

Parent Info:
Name: Terry Parent
Phone: (212) 121-2121
Email: terryparent@gmail.com

New School Info:
School Name: Sinton
City: Sinton
Type: Public
Enrollment Date: 05/01/2018
Continuously Enrolled: Yes
Sports Requested: **Baseball, Basketball**

Old School Info:
School Name: Test High School
City: Notris
State: Texas
Type: Public
Withdrawal Date: 05/01/2018

3 Edit Info

ADMINISTRATOR OPTIONS
Click here to access the administrator options available for this application

4 **Current Owner: Parent Reviewing**

ELIGIBILITY MAIN FORM

5 PAF Page 1
Parent (owner)
Complete

6 I. Eligibility Certification
Parent (owner)
Complete

II. New School Certification
Coordinator (owner)
In Progress

Coordinators will be able to review all information for each athlete application as they process requirements.

*See subsequent pages for the explanations of items 1 - 6 above

Coordinators – View Uploads(1)

View Uploads Add Uploads

This application is for **Varsity** participation

View Uploaded Files

1	II. New School Certification	Uploaded By: Coordinator	On: 05/21/2018	View
	Sammy_Best_Student_2018_05_21	2	3	4
	A_test_document	Uploaded By: Coordinator	On: 05/21/2018	View

OK

- 1) Uploads are presented for the form they were uploaded against.
- 2) Name of the file.
- 3) Who uploaded.
- 4) Date uploaded.
- 5) Click the view button to view the individual file.

Coordinators – Add Additional Uploads(2)

[Back to Main Page](#)

Please select the form this upload is for:

I. Eligibility Certification 1

File Upload Section

Drop individual images and PDF files here for upload.
(Only image/PDF files can be uploaded) 2
Be sure that your files have meaningful names for easy identification.

Additional Upload Option

You can select multiple image files (max 10 files) to combine into a single PDF (Only images files can be uploaded here).

Name This Upload 3

Choose Files No file chosen

- 1) This page allows the coordinator to upload documents to any form.
- 2) Drag and drop image or PDF files to this section.
- 3) Upload up to 10 images that will be saved as a single PDF File.

Coordinator – Edit Application Info (3)

Edit the basic information for the Athlete and Parent.

Athlete Information

Legal Name:

First Name: Middle Name: Last Name:

Birthdate: Grade: Age: Gender: Graduation Year:

Current Address: City: State: ZIP: 1

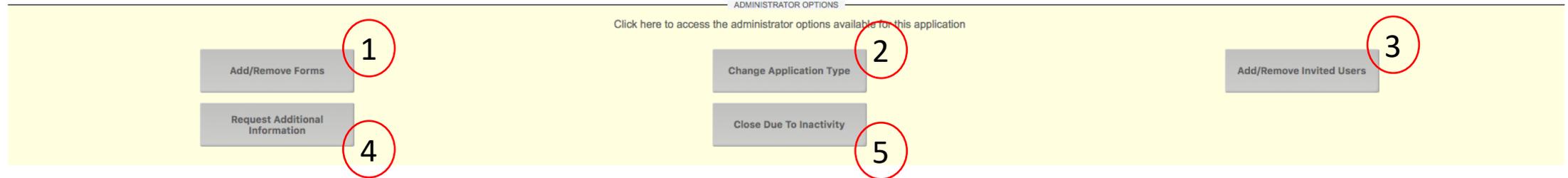
Parent Information

Parent First Name: Parent Last Name:

Parent Home Phone/Cell Phone: Parent Email: 2

- 1) Update the student information.
- 2) Update the parent information.

Coordinator – Administrator Options (4)



Each application has several admin options:

1) Add/Remove forms – in certain cases, additional forms will need to be added or removed from an application. This button will process forms added and removed, and ensure that the system is updated accordingly.

2) Change Application Type – when the application is first started, the parent chooses if they are varsity/subvarsity. This button will change the application type, and ensure that the system is updated accordingly.

3) Add/Remove Invited Users – DEC members and anyone else that the coordinator deems necessary can be added to or removed from this application.

4) Request Additional Information – This button will be used to by a coordinator to request follow-up information from a parent. A DEC member could request information from either a parent, or a school coordinator.

5) Close Due to Inactivity – This button will close the application and remove from the active/open queue.

Coordinator – Application Summary(5)

Athlete Info:
 Name: Sammy Best Student
 Address: 123 Allow Way Sinton Texas 78787
 Graduation: 2019
 Grade: 10
 Birthdate: 05/03/2001
 Age: 17
 Ninth Grade Enrollment: 08/02/2016

Parent Info:
 Name: Terry Parent
 Phone: (212) 121-2121
 Email: terryparent@gmails.com

New School Info:
 School Name: Sinton
 City: Sinton
 Type: Public
 Enrollment Date: 05/01/2018
 Continuously Enrolled: Yes

Old School Info:
 School Name: Test High School
 City: Notris
 State: Texas
 Type: Public
 Withdrawal Date: 05/01/2018

At least 1 answer has been changed since the parent submitted the PAPF. Click this banner to see a history of changes.

1a

1. Has the student ever practiced or participated in extracurricular athletic activities (before school, after school or during an athletic period) at another school in the United States or Mexico in grades 8-12? If yes, the student must complete page 2 in addition to page 1 and both pages must be sent to the District Executive Committee Chairperson. If no, the student must complete page 1 and file with the school and/or athletic department ONLY.	Yes 2
2. Has the student ever enrolled or participated in a Magnet program, Charter school, Open/Choice Enrollment (within the ISD) or International Baccaluarte (IB) program in grades 9-12?	No
3. Does the student live with:	Both Parents
4. Are the parents of the student:	Married
5. Does the parent(s) of the student reside outside the attendance zone of the school the student wishes to represent?	No 3a
6. Is there a change in schools but no change in address?	No
7. Is more than one residence owned, rented or maintained by the parents?	No
8. Are any members of the family still residing at the previous residence?	No
9. Are there other family members in grades K-12 attending a different school district other than the school district the student is now attending?	No
10. Is the student enrolled in less than an average of four hours per day of instruction for either state or local high school credit?	No
11. Did the student first enroll in the 9th grade more than 4 years ago?	No
12. Has the student ever repeated a grade since first entering the 7th grade?	No
13. Will (or was) the student 19 years of age on or before September 1 of the current school year?	No
14. Is the student a foreign exchange student?	No
15. Has the student done anything to jeopardize their amateur athletic status?	No
16. Did anyone from the new school contact the student prior to their enrollment in the new school?	No
17. Was the student ever prohibited from participation at the previous school?	No
18. Did the student play on a non-school team and is transferring to the school where members of the non-school team attend?	No

- 1) This banner is present when any answers have been changed.
- 2) Answers that require attention are flagged.
- 3) Clicking any answer will allow a coordinator to change it. Some answers will spawn new requirements/waivers.

Coordinator – Application Summary(5) 1a

View the change history					
Value Changed	Original Answer	Answer Date	Change Date	Who Changed	Notes
4. Are the parents of the student: 1	Never Married 2	05/15/2018 21:17:58 3	05/15/2018 21:38:24 4	Steve Paul 5	The parents have always been married, this was answered incorrectly 6

Clicking the yellow banner will show the change history

- 1) The text of the question that was changed.
- 2) The original answer to the question.
- 3) The date the answer was answered.
- 4) When the answer was changed (The new answer is not listed here, as it can be viewed on the main page).
- 5) The user who changed the answer.
- 6) The notes that were entered when it was changed.

Coordinator – Application Summary(5) 3a

Use this to change an answer

Changing this answer could cause the form 'Athletic Parent Residence Rule/Four Year Rule (APRR)' to be added to the PAPF flow. If it is required the parent will be notified of the new action required. Please use caution while making this decision.

4. Are the parents of the student:

Married Never Married Married-Living Apart Divorced Deceased? **1**

Please explain why the answer needs to be changed

The parents have always been married, this was answered incorrectly|

2

Submit **Cancel**

Clicking on any answer will display a prompt to change it

- 1) The question and answer choices.
- 2) The notes field to explain why the answer is being changed.

Coordinators – Application Summary(6)

Back

Athlete Info:
Name: Sammy Best Student
Address: 123 Allow Way Sinton Texas 78787
Graduation: 2019
Grade: 10
Birthdate: 05/03/2001
Age: 17
Ninth Grade Enrollment: 08/02/2016

Parent Info:
Name: Terry Parent
Phone: (212) 121-2121
Email: terryparent@gmail.com

We certify that to our knowledge no one from our community has offered any inducement, directly or indirectly to the student or parents to move into our district. To the best of our knowledge this student is not changing schools for athletic purposes.

Name of New School:

Sinton

Signature of Managing Coordinator:

Steve Paul

Date: 05/15/2018

✓ Signature Match

> Do you have files that you need to upload? [Click Here!](#)

New School Certification

After the receiving school has completed the review it is time to complete the *New School Certification*. Only the user logged in can sign this form. The system will validate the name of the signing person to the name on the account. *It must match exactly.*

Coordinator – Contact Previous School (Member School)

Current Owner: Coordinator Reviewing

ELIGIBILITY MAIN FORM

	PAPF Page 1 Parent (owner) Complete
↪	I. Eligibility Certification Parent (owner) Complete
↪	II. New School Certification Coordinator (owner) Complete
↪	Previous School Certification Setup/Review Coordinator (owner) Not Sent

Your Eligibility Review is in Progress!

All forms must be complete before sending to the next approval level.

After the *New School Certification* is complete, the coordinator can now setup the request to contact the previous school.

Coordinator – Contact Previous School

Athlete Name:

Last School of Participation:

Sending School Contact:
 1

Sending School Email(s):

Coach Email(s) (created from previous sport participation):
 2

Other Contacts (add comma separated email addresses):
 3

Previous Attempts
 4

Admin Info
Time remaining until Admin bypass is available:
7 days, 0 hours, 0 minutes 5

- 1) For a previous school that is a member school, the system will lookup administrator contacts.
(Names can be removed from this list)
(The red circled 1 straddles two boxes, as the system has looked up the names in one box, and the email addresses on the other)
- 2) The system will also look up the coaches of sports the athlete said they previously participated in.
- 3) Other contact names can be entered here.
- 4) A running list of previous contact attempts will be displayed here.
- 5) A countdown of the time remaining until the admin can bypass this step due to non-response.

Coordinator - Final Review

Current Owner: Coordinator Reviewing

ELIGIBILITY MAIN FORM

PAPF Page 1
Parent (owner)
Complete

I. Eligibility Certification
Parent (owner)
Complete

II. New School Certification
Coordinator (owner)
Complete

Previous School Certification Setup/Review
Coordinator (owner)
Complete

III. Previous School Certification
Previous School (owner)
Complete

Your Eligibility Review is Complete!

Submit Eligibility To DEC For Review

After the New & Old school coordinators have completed the required tasks, the system will prompt the next step. This example needs to be sent to the DEC for Review. Click submit to send to the DEC.

Previous School Coordinator

Coordinator – Previous School

View Message: [Unread Messages](#) ↓

Issue Date	Name	Message	Noticed?	
2018-05-15	Steve Paul	You have an out-going Eligibility form awaiting your response for Sammy Best Student. Click here to view this request	Not Read	Dismiss Message

A coordinator will receive alerts in the message center when a new out-going eligibility review (request from a new school) has been received.

Clicking this alert will load the Previous School Certification.

Coordinator – Previous School

MENU <

Academic Year:
2017-2018 ▾

Your Message Center

Registration & Training

Eligibility Forms

Eligibility Home
Initiate PAPF
Displacement Form(s)
Out-Going Athletes

PAPF Out-Going Athletes

Show All Open ▾

Date Started	Name	Receiving School	Last Modified	Status
11/14/2017	ReqFExchange, Annie	Sinton	04/06/2018	Coordinator Reviewing
05/15/2018	Student, Sammy	Sinton	05/15/2018	Previous School Reviewing

Additionally, the left column option *Out-Going Athletes* will list all outstanding *Previous School Certification* requests.

Coordinator – Previous School

Athlete Info:

Name: Sammy Best Student
Address: 123 Allow Way Sinton Texas 78787
Graduation: 2019
Grade: 10
Birthdate: 05/03/2001
Age: 17
Ninth Grade Enrollment: 08/02/2016

Parent Info:

Name: Terry Parent
Phone: (212) 121-2121
Email: terryparent@gmails.com

New School Info:

School Name: Sinton
City: Sinton
Type: Public
Enrollment Date: 05/01/2018
Continuously Enrolled: Yes

Old School Info:

School Name: Test High School
City: Notnis
State: Texas
Type: Public
Withdrawal Date: 05/01/2018

PAPF MAIN FORM

PAPF Application Parent **Complete**

III. Previous School Certification Previous School **In Progress**

Clicking on a name will allow the coordinator to review, and answer the questions associated with the *Previous School Certification*.

Coordinator – Previous School

LAST SCHOOL OF PARTICIPATION CERTIFICATION AND RELEASE:

Section III must be completed for any new student in grades 9-12 who has ever participated in baseball, basketball, cross country, football, golf, soccer, softball, swimming and diving, team tennis, tennis, track and field, volleyball or wrestling in grades 8-12 at another school in the United States or Mexico before they are eligible to participate at the varsity level at the new school. Please check the appropriate responses below. If any of questions 1-5 are marked 'Yes', a full meeting of the District Executive Committee (DEC) would be required only if requested by a member of the committee in the new district. If question 6 is marked 'Yes', a full hearing of the DEC is required in the new district.

Athlete Name: New School:
Students Current Address: City: State: ZIP:

- YES NO 1. Was there any conflict or dissatisfaction between the student, his/her parents, and the athletic/academic supervisors at the school?
- YES NO 2. Was this student recruited to attend another school or was any undue influence exerted upon this student or family to change schools?
- YES NO 3. Did this student quit an athletic activity or program while enrolled in your school? If yes, attach explanation to DEC.
- YES NO 4. Was this student ever suspended or removed from your school athletic program? If yes, attach explanation to DEC.
- YES NO 5. Would the student be prohibited from participation in athletics had they not changed schools? If yes, attach explanation to DEC.
- YES NO 6. Based on your knowledge of the student and their circumstances, is this student changing schools for athletic purposes? If yes, attach explanation to DEC.

Explanation:

We think this student was contacted and asked to attend the new school for athletic reasons.

255 Character max. (163 Remaining) If you need more room, please upload a written explanation below.

ADDITIONAL DOCUMENTATION CENTER

Use this text area to add any additional comments (Not Required)

255 Character max. (255 Remaining) If you need more room, please upload a written explanation below.

Administrator Signature: Date:

✔ Signature Match

Last School of Participation: City: State:

Submit

Previous School Certification

After the receiving school has completed the review it is time to complete the *Previous School Certification*. Only the user logged in can sign this form. The system will validate the name of the signing person to the name on the account. *It must match exactly.*

A 'Yes' answer to a question will require a response to explain why it is yes.

Coordinator – Previous School (Complete)

View Message: [Unread Messages](#) ↓

Issue Date	Name	Message	Noticed?
2018-05-15	Steve Paul	The previous school has completed and returned information for Sammy Best Student. Click here to access the application.	Not Read Dismiss Message

Once the previous school has completed the Previous School Certification, the new school coordinator will receive an alert.

Control of the PAPF process has been returned to the new school coordinator.

Coordinator –
Non Member School Application

Coordinator – Non Member School

Back

Not a UIL Member School. Be sure to enter accurate contact info. **1**

Athlete Name:
Tammy First

Last School of Participation:
Parker HS

Sending School Contact:
Parker Admin

Sending School Email(s): **2**
parkeradmin@parkerhs.org

Coach Email(s) (created from previous sport participation):

Other Contacts (add comma separated email addresses):

Send Request To School

Previous Attempts
Sent on: 05/21/2018 @ 12:47 PM

Admin Info
Time remaining until Admin bypass is available:
6 days, 21 hours, 59 minutes

Auto Bypass Info
Time remaining until auto bypass is available:
13 days, 21 hours, 59 minutes

- 1) When the previous sender is a non-member school, this banner will alert the coordinator.
- 2) The previous school admin name and email are provided by the parent or athlete in the first part of the application process. The new school admin will need to verify the contact info prior to sending the request.

Coordinator – Non Member School

Dear Parker HS Coach/Administrator,

The administrator from Sinton is processing a new student athlete and is requesting some information from your school. Tammy First is requesting varsity level enrollment in sports and has listed your school as the previous school of attendance.

Please follow this [link](#) to review this students information, and answer a short questionnaire.

Please note that this form can be sent to multiple coaches/administrators in your school. Only one response is required.

Thank you for your time and assistance with this matter,
Sinton Incoming Student Athlete Management

This is the email that a non-member school admin receives.

DEC

DEC – Review Application (Hearing Required)

This application is for Varsity participation	
A hearing is required for this application.	
<u>Athlete Info:</u> Name: Sammy Best Student Address: 123 Allow Way Sinton Texas 78787 Graduation: 2019 Grade: 10 Birthdate: 05/03/2001 Age: 17 Ninth Grade Enrollment: 08/02/2016	<u>Parent Info:</u> Name: Terry Parent Phone: (212) 121-2121 Email: terryparent@gmail.com
<u>New School Info:</u> School Name: Sinton City: Sinton Type: Public Enrollment Date: 05/01/2018 Continuously Enrolled: Yes Sports Requested: Baseball, Basketball	<u>Old School Info:</u> School Name: Test High School City: Notnis State: Texas Type: Public Withdrawal Date: 05/01/2018
<small>ADMINISTRATOR OPTIONS</small>	

DEC users will be able to review applications similar to the coordinators. Additional options and prompts will guide DEC users forward.

DEC Chairs are notified of incoming applications requiring their attention. In an effort to reduce excessive communication DEC members can view applications that require DEC level attention, but aren't notified until the DEC Chair schedules a hearing.

DEC – Review Application (Hearing Required)

ELIGIBILITY MAIN FORM

PAPF Page 1
Parent (owner)
Complete

I. Eligibility Certification
Parent (owner)
Complete

II. New School Certification
Coordinator (owner)
Complete

III. Previous School Certification
Previous School (owner)
Complete

IV. Executive Committee Approval
DEC (owner)
In Progress

DEC Eligibility Review

Schedule a Hearing

When a *Previous School Certification* has a 'Yes' on question 6, a hearing is automatically required. This example has a hearing required. As a DEC Chair, this user will need to schedule a hearing and notify all DEC Members.

DEC – Review Application (Hearing Required)

Athlete Name: New School: Last School of Participation:

Students Current Address: City: State: ZIP:

DEC Members:
Chair 1, Dec (DEC Chair)
Member 1, Dec (DEC Member)
Member 5, Dec (DEC Member)

Preferred Date: **1**
Time:

Alternate Date: **2**
Time:

Location:

Location:

Not required to have a alternate date.
Not selecting an alternate date will set the hearing date,
and inform the DEC Members of the details.

Lookup additional user to include:

Search users by email/name **3**

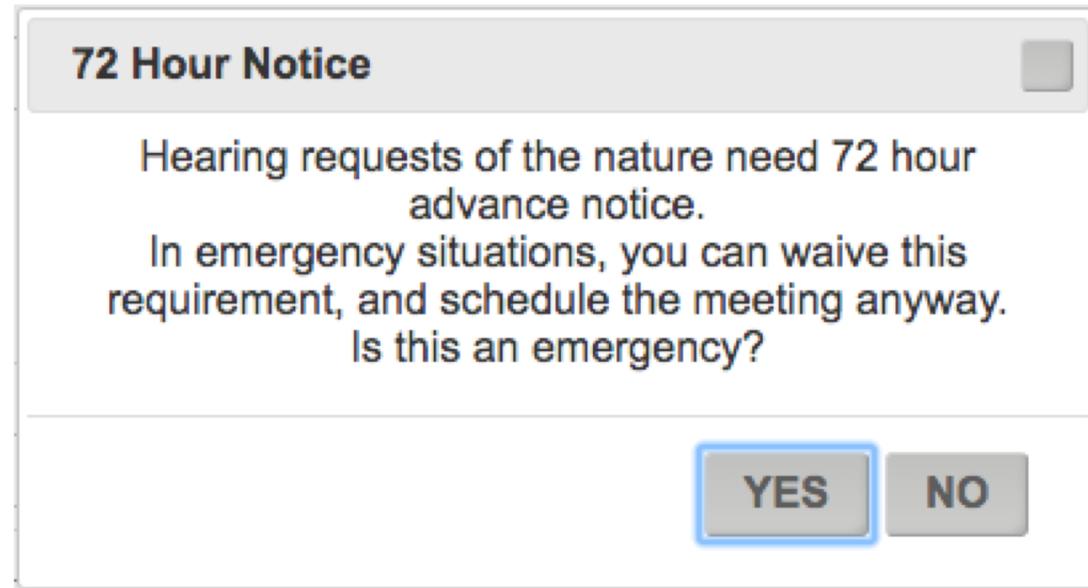
DEC Chair's have the option to schedule hearings in such a way that allows DEC Members to vote on the best available day.

1) Preferred Date and location

2) Alternate Date and location – This date/location is optional and if left empty will automatically schedule the hearing without DEC member voting.

3) This option will allow the chair to invite anyone to participate in the hearing. The main purpose of this option is to allow a DEC chair the ability to include team members that may not have correctly identified themselves as DEC members

DEC – Review Application (Hearing Required)



72 Hour Notice

Hearing requests of the nature need 72 hour advance notice.

In emergency situations, you can waive this requirement, and schedule the meeting anyway.

Is this an emergency?

YES **NO**

When scheduling the dates of hearings, state open meeting act requires 72 hours advance notice. The system will prompt users to acknowledge when a meeting is being scheduled within that time frame.

DEC – Review Application (Hearing Required)

View Message: Unread Messages ▾

Issue Date	Name	Message	Noticed?	
2018-05-21	Dec Member 1	The chair is requesting your input on a required hearing for Sammy Best Student at Sinton (Sinton ISD). Click here to view this request	Not Read	Dismiss Message

Each DEC Member will receive an alert prompting them to provide input for this hearing. Clicking the alert will take the DEC Member directly to the hearing page.

DEC – Review Application (Hearing Required)

Athlete Name: Brandon Dany Waiver

New School: Sinton

Last School of Participation: Test High School

Students Current Address: 44 Time Loop Dr

City: waco

State: tx

ZIP: 78787

The DEC Chair is requesting your input for a hearing. Please choose which date best fits your schedule. The DEC will receive input from all members, then select the best date.

Preferred Date:
05/25/2018
12:00

Alternate Date:
05/30/2018
12:00

Location Hearing will be held: **Conference Room A**

Location Hearing will be held: **Conference Room A**

I'm available:

YES

I'm available:

NO

Submit

Each DEC Member will vote on the Preferred and Alternate dates.

DEC – Review Application (Hearing Required)

View Message: Unread Messages ▾

Issue Date	Name	Message	Noticed?	
2018-05-21	Dec Chair 1	50% of the members have responded to the request for a hearing for Sammy Best Student at Sinton (Sinton ISD) by .	Not Read	Dismiss Message

When 50% (and also 80%) of DEC Members have voted the DEC Chair will be alerted. This will help the DEC Chair know when to finalize the hearing date.

1 member(s) have responded so far!

Preferred Date:
05/25/2018
12:00

Location Hearing will be held: **Conference Room A**

Alternate Date:
05/28/2018
12:00

Location Hearing will be held: **Conference Room A**

Dec Member 1

Yes

No

When you feel that enough members have responded to this request, select the date for the hearing:

[Submit](#)

Clicking the alert above, the DEC Chair will be directed to this page, where they will select the date for the hearing.

DEC – Review Application (Hearing Required)

View Message: Unread Messages ↓

Issue Date	Name	Message	Noticed?
2018-05-21	Dec Member 1	A hearing has been set for Sammy Best Student at Sinton (Sinton ISD). Click here to view this request	Not Read

Dismiss Message

Each member will receive an alert once the DEC Chair has finalized the hearing.

The hearing has been confirmed!

The hearing is scheduled for:
05/25/2018
12:00

The hearing will be held: **Conference Room A**

DEC – Review Application (Hearing Not Required)

▼ This application is for **Varsity** participation ▼

A hearing is not required for this application, but could be scheduled if desired.

Review waiver(s) below

Athlete Info:

Name: Brandon Dany Waiver
Address: 44 Time Loop Dr waco tx 78787
Graduation: 2019
Grade: 10
Birthdate: 11/01/2000
Age: 17
Ninth Grade Enrollment: 11/06/2017

Parent Info:

Name: Dany Waiver
Phone: (564) 564-5645
Email: danny@gmails.com

New School Info:

School Name: Sinton
City: Sinton
Type: Charter
Enrollment Date: 11/02/2017
Continuously Enrolled: Yes

Old School Info:

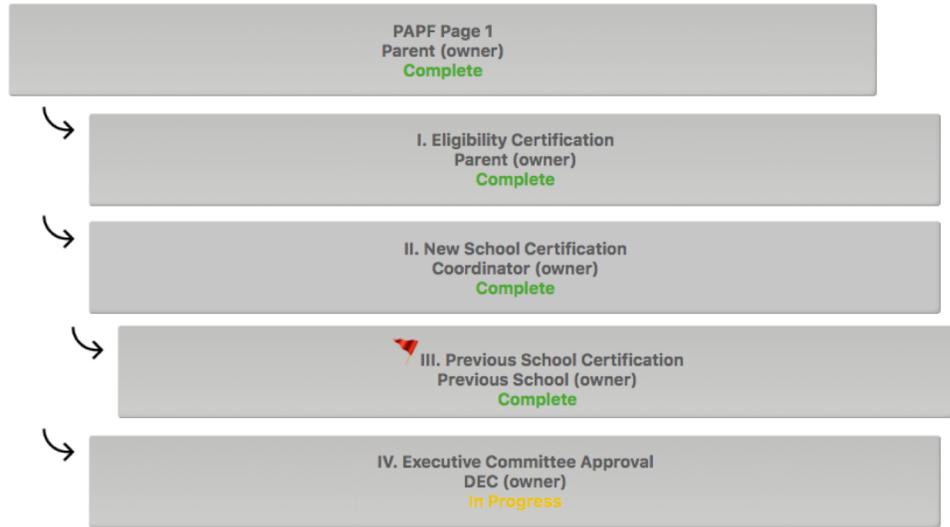
School Name: Test High School
City: Test
State: Texas
Type: Public
Withdrawal Date: 11/01/2017

Sports Requested:

For applications that do not require a hearing, a DEC Member has the opportunity to request a hearing

DEC – Review Application (Hearing Not Required)

SECRET (Internal Use Only)



DEC Eligibility Review

Request A Hearing



Athlete Name: Brandon Dany Waiver New School: Sinton Last School of Participation: Test High School
Students Current Address: 44 Time Loop Dr City: waco State: tx ZIP: 78787

DEC Members:
Chair 1, Dec (DEC Chair)
Member 1, Dec (DEC Member)
Member 5, Dec (DEC Member)

Submitting this page will send the Chair a request to schedule a hearing. If accepted you will received notification to confirm a date and time for the hearing.

Request Hearing

DEC – Review Application

ELIGIBILITY MAIN FORM

PAPF Page 1
Parent (owner)
Complete

I. Eligibility Certification
Parent (owner)
Complete

II. New School Certification
Coordinator (owner)
Complete

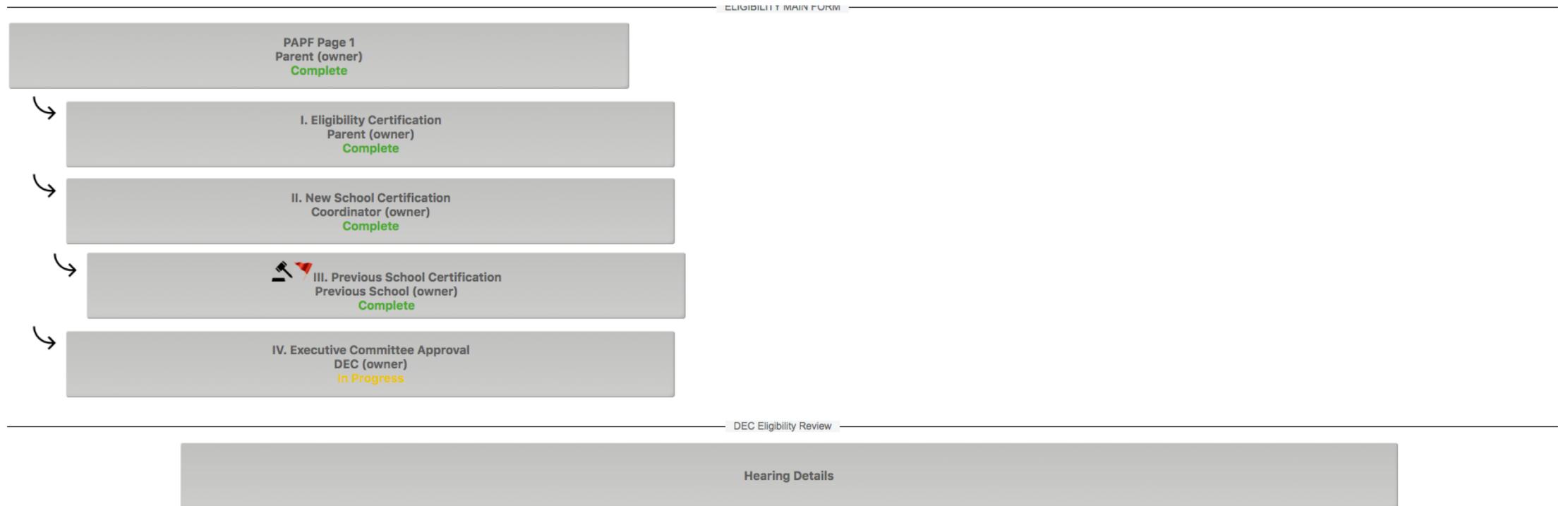
III. Previous School Certification
Previous School (owner)
Complete

IV. Executive Committee Approval
DEC (owner)
In Progress

DEC Eligibility Review

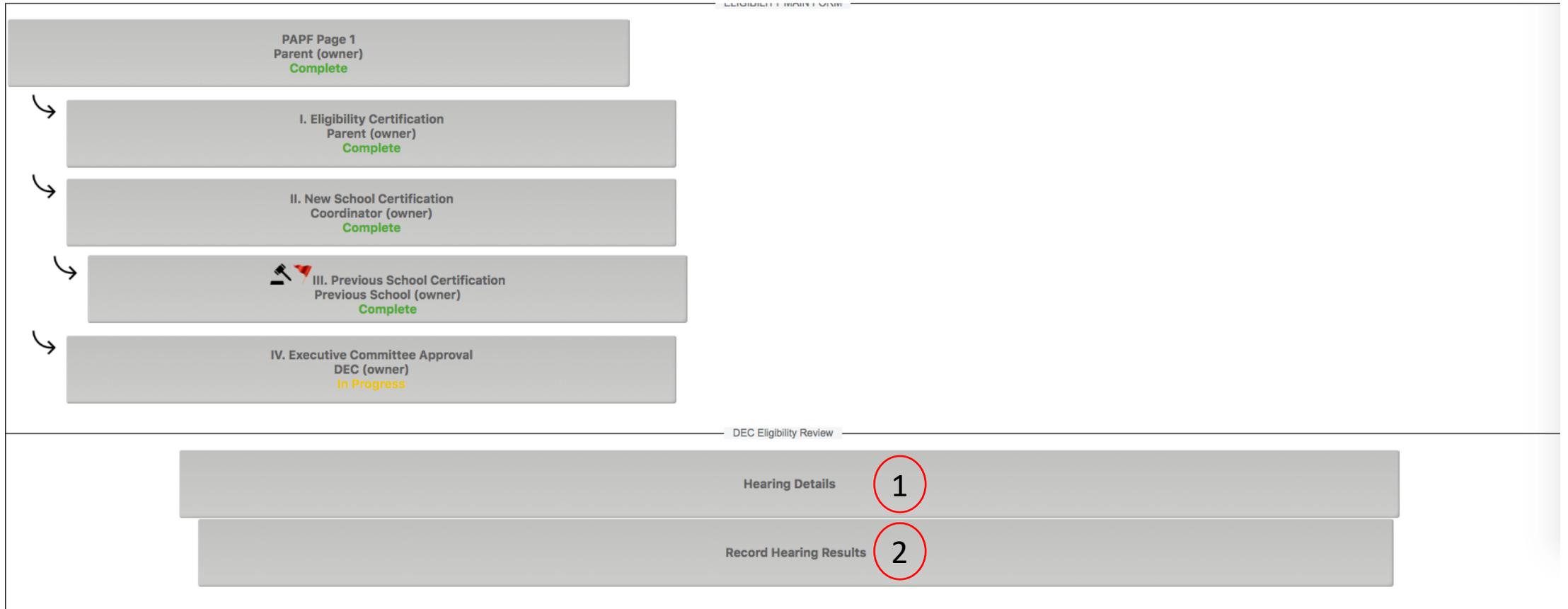
Hearing details will be available here as soon as the DEC Chair finalizes.

DEC – Review Application



Once the DEC have finalized the hearing details, each DEC Member will see this option when viewing the application.

DEC Chair – Review Application



- 1) DEC Chair can also review the hearing details
- 2) After the hearing is completed, the DEC Chair record the hearing results.

DEC Chair – Review Application

[Back](#)

Athlete Name: New School: Last School of Participation:

Students Current Address: City: State: ZIP:

Enter any notes/findings from the hearing here:

1

> 2 Do you have files that you need to upload? [Click Here!](#)

[Submit](#)

- 1) Enter the results of the hearing in this field.
- 2) Upload any files that will support the finding.

DEC Chair – Review Application

Back

SECTION VI: ACCEPTANCE OF DISTRICT EXECUTIVE COMMITTEE

Athlete Name: New School: Last School of Participation:
Students Current Address: City: State: ZIP:

Sports Requested: **Baseball, Basketball**

EXECUTIVE COMMITTEE APPROVAL: We certify the above named student is approved.

Select the appropriate option:

If a full hearing of the DEC is required based on the information in section III above, the student is ineligible for varsity athletic participation until the DEC hears testimony from the previous school, the student/parent and the new school and determines that the student did not change schools for athletic purposes. This process is required to be completed prior to the student applying for a waiver of the parent residence rule, if applicable.

Date of Hearing: Time of Hearing:

District Chair's School or ISD: Conference: District Number:

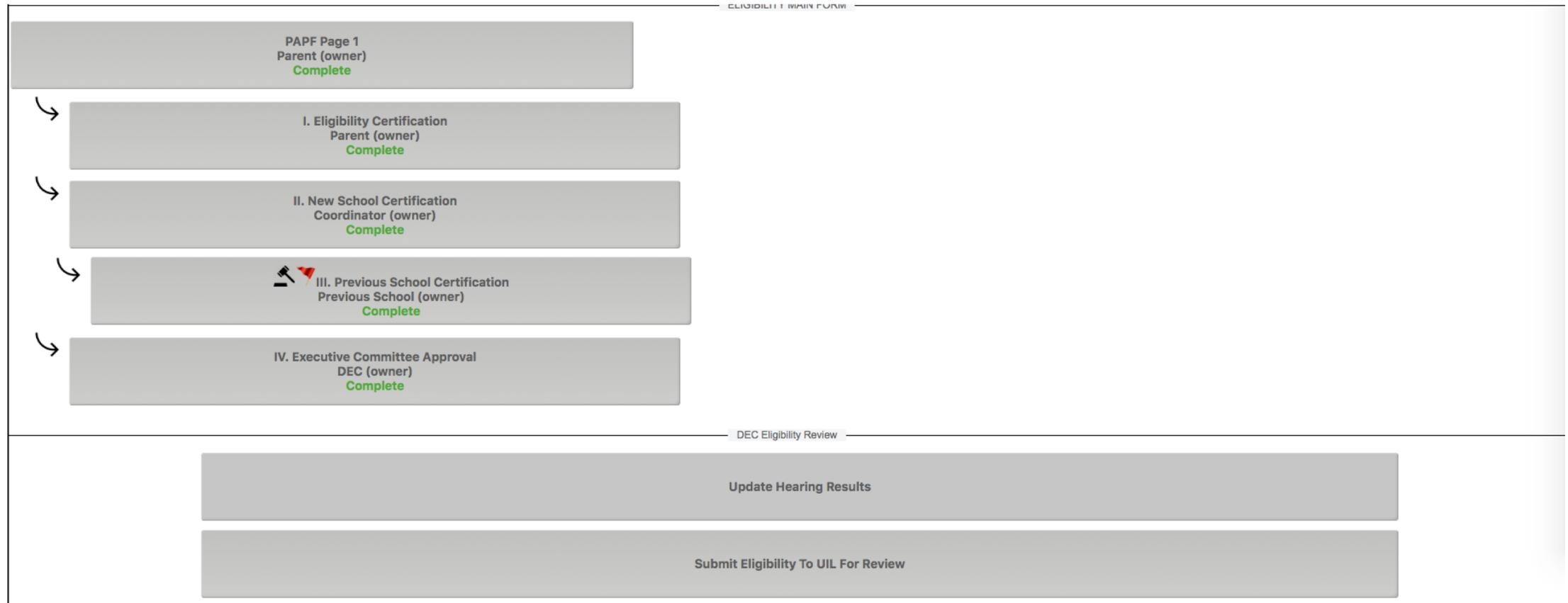
Signature of DEC Chair: Date:

Contact Email Address:

Submit

Once the hearing results are recorded, the system will automatically direct the DEC Chair to this page to finalize the PAPF application.

DEC Chair – Finalize Application



After all DEC functions are complete, the DEC Chair will be able to send the application to the UIL and the new school. The DEC Chair could also update the hearing results if needed.

Parent Portal

Parent Portal

UIL RMA Portal
UIL RMA Portal

Dear Parent First,
Steve Paul has started a PAPF for your athlete(s).

Please follow this [link](#).
Your login is: **parentfirst@gmails.com**
and your password is: **3L7AYKu000**

Once you have logged in you will see your queue (If you have more than one athlete, you will need to complete the form separately). The system will guide you through the entire process and all the forms required for your situation.

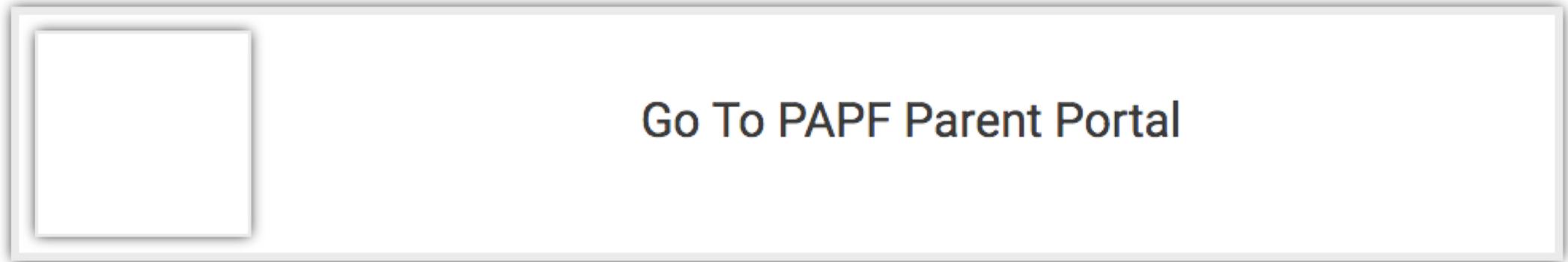
Should you need any assistance with this please see Steve Paul or the eligibility coordinator at your school.

This email was sent by UIL RMA Portal via <http://localhost-main/login/>

Once the initial page of the PAPF has been submitted, the user will receive an email with login credentials. Upon first login the user will choose a password, and finish account setup. After this they will be able to login at any time to track the progress of the PAPF/Waiver Application.

Parent Portal

PAPF Parent Portal



Users will choose the PAPF Parent Portal after login.

Parent Portal

Eligibility Parent Page

Date Started	Name	Receiving School	Modified Date	Status	Quick View	Application Type
05/21/2018	Tammy First	Sinton	05/21/2018	Parent Awaiting Response	Parent Started	Varsity

Previous Athletic Participation Form
University Interscholastic League

Eligibility Questionnaire for New Student Athletes in Grades 9-12
This Form Must be on File with School Before Participation at any Level in Grade 9-12
(To be filled out by the student and/or parent and filed with the school.)

Athlete Name: Grade: Birthdate: Age:

Current Address: City: State: ZIP:

New School Info

New School Name: City: Select:

Old School Info

Previous school is not a UIL member:

Last School of Participation: City: State: Select:

Previous sport(s) participation:

- Baseball Basketball Cross Country Football Golf Soccer Softball
 Swimming/Diving Team Tennis Tennis Track and Field Volleyball Wrestling

Admin Name: Admin Email: ✓

Enrollment Info

Date of Enrollment in New School: Date of Withdrawal from Previous School:

Has the student been continuously enrolled in the new school for one calendar year? YES NO

Other Items/FAQ

Creating a Duplicate Record

Our records indicate that an eligibility form is already open and pending for this student:

Existing Eligibility Form			
Name:	Started:	Last Modified:	Current Owner:
Sammy Student	05/15/2018	05/21/2018	UIL

OR

In the event that a coach tries to create a duplicate record for a student at the same school, the system will prompt the user.

Permanently Delete A Record

- In the rare event that a PAPF needs to be deleted (duplicate records), please contact RMA support for assistance. School Admins will not be able to delete records without assistance.

Can I Invite Someone To View PAPF?

Q:
My DEC Chair did not correctly identified themselves before the application was submitted to the DEC level review and subsequently cannot view the application.

A:
Any coordinator can invite users to view the PAPF using the administrator options.

