

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.

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's Signature: _____

Date: _____

Please email Ms. Susan Giro at Sgiro1@dadeschools.net