

# 2025-2026 Change of Residence Form



A Change of Residence Form is required when a student-athlete changes their residence. This must be verified by the school administrator and signed by the student-athlete's parent(s) or legal guardian(s). Change of Residence Forms must be submitted within 12 months of the date of move.

**PLEASE REVIEW SECTION 923.0 IN THE BC SCHOOL SPORTS HANDBOOK [HERE](#).**

Change of Residence Forms shall be submitted for:

- A Parent-to-Parent move,
- Move to a Legal Guardian, or;
- Change of Principal Residency

Please email completed form and documents to [info@bcschoolsports.ca](mailto:info@bcschoolsports.ca). **THE APPLICATION AND ALL SUPPORTING DOCUMENTS MUST BE SUBMITTED IN ONE PDF DOCUMENT.** Leaving school acknowledgment must be completed if student has moved within the same school district or less than 40 KM.

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## **STUDENT INFORMATION**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of birth (YYYY-MM-DD): \_\_\_\_\_ Sending school: \_\_\_\_\_

Receiving School: \_\_\_\_\_ Enrolment date at new school: \_\_\_\_\_

The above mentioned student-athletes changed their principal residence on: \_\_\_\_\_

- From previous address: \_\_\_\_\_
- To current address: \_\_\_\_\_
- Reason for the move: \_\_\_\_\_

This move was (check one):

☐ **Family change of principal residence (please provide a copy of the following documents)**

- Sale of property or termination of lease from previous known address; or
- Purchase documentation or signed lease agreement at new address

☐ **Parent to parent move (please provide a copy of one of the following documents)**

- Hydro/Service Bill
- Copy of driver's license

☐ **Move to a Legal Guardian (please provide a copy of one of the following documents)**

- Hydro/Service Bill
- Copy of driver's license
- Proof of guardianship

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## **TRANSFER DISCLOSURE**

The receiving school is required to truthfully disclose the following as part of the transfer process.

In the 24 months preceding enrollment at the receiving school, has the transferring student:

- Participated in a club or community/non-school athletic program in which one or more of the receiving school's coaches are currently involved.
- Received personal athletic instruction or training, including strength and conditioning programming, from a person affiliated with the receiving school's athletic program.

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## TRANSFER DISCLOSURE CONTINUED

If the answer to one of the questions on the previous page is "yes", the school filing the transfer submission must list the coach(es) involved and the sport affiliations the coach and student athletes participated in together.

COACH	SPORT	CLUB/ORGANIZATION

## SCHOOL ADMINISTRATOR

I, as an administrator at \_\_\_\_\_  
(School)

can confirm that the student-athlete listed above, has proven to me, that their principal residence as per BCSS policy has changed. I understand BCSS rules, and believe that this transfer is not being made with the intention of circumventing BCSS policy for the sake of athletic eligibility.

Administrator Name: \_\_\_\_\_ Signature: \_\_\_\_\_

## PARENT/LEGAL GUARDIAN

The information on this form is correct, complete, and certified. This change of principal residence was not made for the purpose of making the above student-athlete eligible for BCSS competition at the new school.

Parent Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

## LEAVING SCHOOL ACKNOWLEDGEMENT

If the above-mentioned student-athlete has transferred to a school within the same school district or moved 40 KM or less from their previous address, this form must be sent to the leaving school to acknowledge they are aware of this student transfer.

I acknowledge that the receiving school is submitting a change of residence application on behalf of the above-mentioned student-athlete. Should your school not agree with the reason(s) stated above, or you believe it to be contrary to BCSS policy, you are to contact the BCSS office immediately.

School Name: \_\_\_\_\_

Athletic Director Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Administrator Name: \_\_\_\_\_ Signature: \_\_\_\_\_