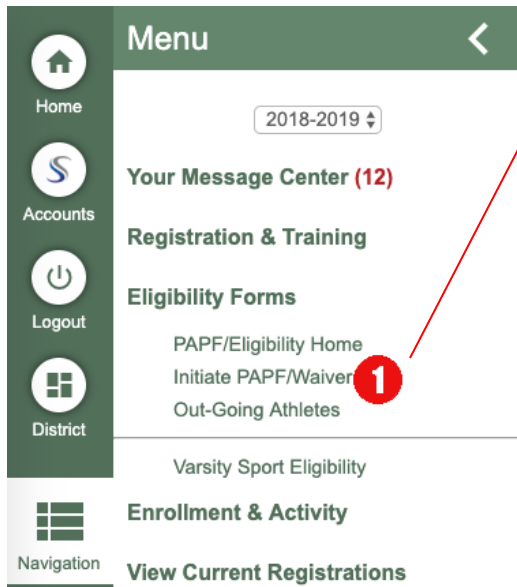


PAPF Process

Start a PAPF with a parent present



Menu

Home

2018-2019

Your Message Center (12)

Registration & Training

Eligibility Forms

PAPF/Eligibility Home

Initiate PAPF/Waiver **1**

Out-Going Athletes

Varsity Sport Eligibility

Enrollment & Activity

View Current Registrations

Help Parent Fill Out PAPF

Parent Info

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.

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

*Parent First Name

*Parent Last Name

*Parent Home Phone/Cell Phone

*Parent Email

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

*Date Of Birth MM/DD/YYYY

*First Name

Middle Name

*Last Name

*Gender - Select ->

*Grade - Select ->

*Academic Year 2018-2019

This application is for a waiver only?

Let's Get Started

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

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

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

*Reminder! PAPF's can only be started at a campus location and not at the ISD. The system will guide you.

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 Baccaluarte (IB) program in grades 9-12?

Parent Residence Rule: *Questions (3-9) in this section are referring to biological parents. Reference C&CR Section 448(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.

Question 1 has red text to highlight the importance of answering this question correctly the first time.

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:

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: Signature of Parent/Guardian:

Coach Info

Signature of New School Coach:

New School Coach Name:

Coach Email:

Sport:

> 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.

Application Summary			
Athlete Name:	Sammy S Student	Graduation:	2019
Student Address:	44 Hyper Loop Drive	Birthday:	05/16/2001
City:	Austin	Age:	17
State:	Texas	9th Enrollment:	06/07/2018
ZIP:	78787	Parent First:	Parent
New School:	Sinton HS	Parent Last:	Figure
Last School/Participation:	Test High School	Parent Phone:	(012) 345-6789
		Parent Email:	parentfigure@highschool.com

Eligibility Certification	
<p>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</p>	
Previous Address (Full Address):	<input type="text" value="247 CR 207"/>
Status of Previous Residence:	<input type="radio"/> Sold <input checked="" type="radio"/> Leased <input type="radio"/> Vacant <input type="radio"/> Still Own
Parent Signature:	<input type="text" value="Parent Figure"/>
Date:	<input type="text" value="03/01/2019"/>
<input type="button" value="Update/Save"/>	

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

PAPF – Parent Input Complete

Search:

Show entries

	Date Started	Name	Receiving School	Sport(s)	Last Modified	Status	Quick View	Application Type
View	08/20/2018 Started by: Chris Dunsey	Sammy Student	Sinton HS	Baseball, Basketball	08/20/2018	PAPF: Parent Reviewing Waiver: Parent Pending	Started with Parent, Transfer Rule, Varsity Athletic Parent Residency Rule	Varsity

Showing 1 to 1 of 1 entries (filtered from 59 total entries)

Previous Next

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 (Slide 2)

PAPF - Coordinator

The coordinator will review the application for accuracy

Coordinator – Review Application

1 View Uploads

2 Add Upload

4 Options

3 Edit Info

5 Application Info

6 Complete

7 Athlete Info

Current Owner: Parent Reviewing

PAPF Page 1 Complete

Responsible Owner: Parent

View: [Review Form](#)

Additional Action: N/A

I. Eligibility Certification (Page 2) Complete

Responsible Owner: Parent

View: [Review Form](#)

Additional Action: N/A

II. New School Certification (Page 2) In Progress

Responsible Owner: Coordinator

View: [Review Form](#)

Additional Action: N/A

Previous School Certification Setup/Review Not Sent

Responsible Owner: Coordinator

View: [Review Not Available](#)

Additional Action: N/A

Summary

Application Info

Eligibility Status	In Progress
Application	PAPF/Waiver
Participation	Varsity
DEC Required	YES
Waiver Info	DEC Review NOT Complete - Prepare Waiver(s) Below
DEC Acknowledgement	Click to send acknowledgement to UIL
Waiver Status	Parent Pending
Retroactive Date	Click here to request
Analyze Application for Issues	Run Check

Athlete Info

Name	Sammy S Student
Address	44 Hyper Loop Drive Austin Texas 78787
Graduation	2019
Grade	9
Birthdate	05/16/2001
Age	17
Ninth Grade Enrollment	06/07/2018
Sports Requested	Baseball, Basketball

Parent Info

Name	Parent Figure
Phone	(012) 345-6789
Email	parentfigure@highschool.com

New School Info

School Name	E Merle Smith Middle
City	Sinton

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 - 7 above

Coordinators – View Uploads(1)

← Back Home | Uploads | Print To PDF | Tools | My Notes | Requests | Options

PAPF Main Form(s) | Summary

Current | Close

File(s) Uploaded For This Application

1	PAPF Page 1			
	My_statement_Sammy_Student_2019_06_11 2	Uploaded By: Coordinator 3	On: 06/11/2019 4	View 5

- 1) Uploads are presented for the form they were uploaded to.
- 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

Please select the form this upload is for:

I. Eligibility Certification (Page 2)

Select File

Name This Upload (optional)

The allowed file types are jpeg, jpg, png, or pdf.
(Max file size 32 megabytes)

Choose File No file chosen

Add Additional Page To This File

Upload files to your application

Review Files Already Uploaded

- 1) This page allows the coordinator to upload documents to any form available.
- 2) Choose file to be uploaded.
- 3) Add additional files to be combined into a single upload.
- 4) Quick view of files already uploaded.

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**

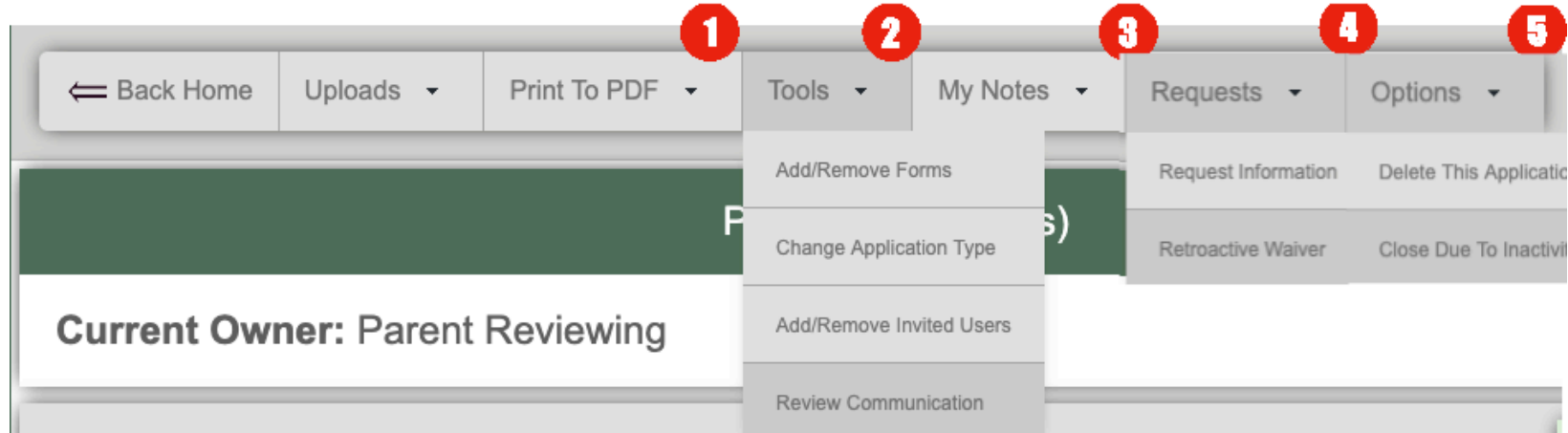
Parent Information

Parent First Name: Parent Last Name:

Parent Home Phone/Cell Phone: Parent Email: **2**

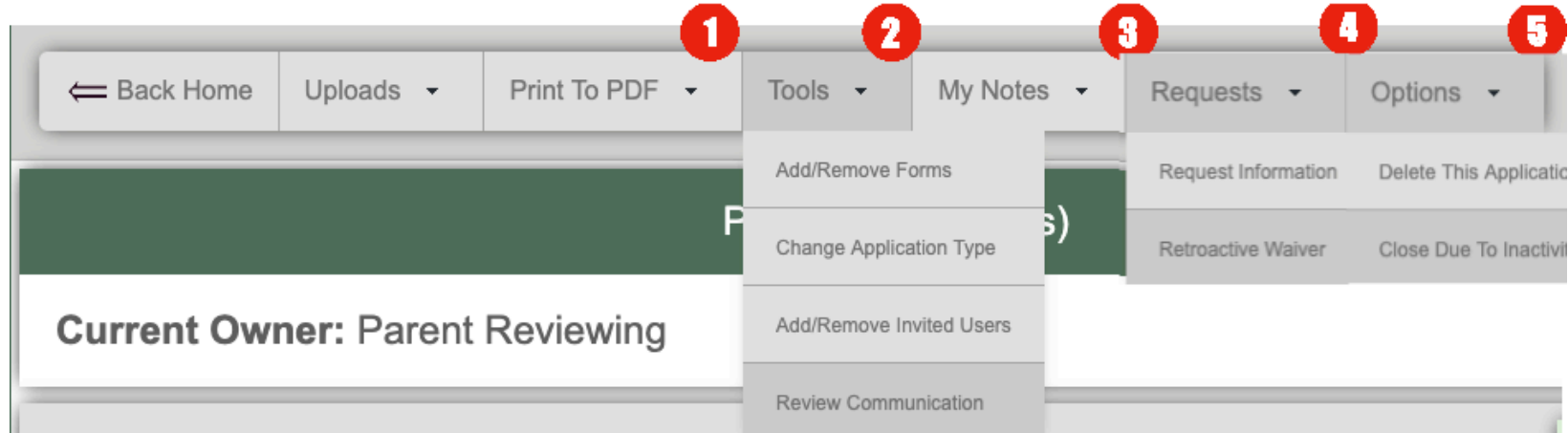
- 1) Update the student information.
- 2) Update the parent information.

Coordinator – Administrator Options (4)



- 1) At any time in the process you can print the information collected to a PDF form. This can be done for the PAPP, and all waiver forms.
- 2) Tools - This menu provides a list of tools to modify the application.
 - a) Add/Remove Forms – Allows the option to add/remove any forms that are needed to completely process the application
 - b) Change Application Type – Allows the option to change Varsity/Sub-varsity application.
 - c) Add/Remove Invited Users – Allows the option to add or remove any user to view this application.
 - d) Review Communication - Allows the option to see communication that has been generated for an application.
- 3) My Notes – Allows the option to add private notes (viewable only by note creator) to an application.

Coordinator – Administrator Options (4) Cont.



4) Requests – Additional information gathering tools

- Request Information – Allows the option to send a request to any party involved in the application requesting supporting info/documentation needed to process
- Retroactive Waiver – Allows the admin the option to request this as a retroactive date if approved.

5) Options – This menu will show different options depending on your role/access in the system.

- Delete This Application – Advanced users will be able to delete applications – Used primarily to clean up incorrect or duplicate applications.
- Close Due to Inactivity – Applications can be closed if the parent has stopped pursuing or responding to the application.
- Re-Open Application (Not Shown) – If a application was closed, and need to be reopened, the admin can re-open for processing


Coordinator – Application Summary(5)

Summary		Edit Info
Application Info		
Eligibility Status	In Progress	
Application	PAPF/Waiver 1	
Participation	Varsity	
DEC Required	YES	
Waiver Info	DEC Review NOT Complete - Prepare Waiver(s) Below 2	
DEC Acknowledgement	Click to send acknowledgement to UIL 3	
Waiver Status	Parent Pending 4	
Retroactive Date	Click here to request 5	
Analyze Application for Issues	Run Check 6	

Summary – This section will display more or less information depending on the application needs, and your role/level of access. This is an overview of how this menu works:

- 1) The top few fields are a quick way to identify the basics of this application including the status, application type, level of participation requested and whether a DEC review is required.
- 2) In the event a waiver is needed, this field allows both quick identification, and navigation to waiver forms.
- 3) For a DEC Chair user, this field allows for quick notification to the UIL that you have received the waiver application.

Coordinator – Application Summary(5)

Summary		Edit Info
Application Info		
Eligibility Status	In Progress	
Application	PAPF/Waiver 1	
Participation	Varsity	
DEC Required	 YES	
Waiver Info	DEC Review NOT Complete - Prepare Waiver(s) Below 2	
DEC Acknowledgement	Click to send acknowledgement to UIL 3	
Waiver Status	Parent Pending 4	
Retroactive Date	Click here to request 5	
Analyze Application for Issues	Run Check 6	

4) This field allows quick identification for the status of the waiver (if applicable).

5) This field is a shortcut to requesting a retroactive date. (See slide 13 Section 4b).

6) This field allows the application to be checked for possible issues prior to submission to the next level (DEC or UIL). (See next slide for details.)

Coordinator – Application Summary(5)

PAPF Information		Action Required
Sport Info		
Requested Sport Participation: 1	Baseball, Basketball	
Previous Sport Participation:	Swimming/Diving	
DEC Chair Info		
A DEC Chair was NOT found 2	✘	
School Classification:	Incorrectly classified	
DEC Member Info		
A DEC Member was NOT found 3	✘	
School Classification:	Incorrectly classified	
Previous School Info		
Previous School Contact Name(s):	Chris Dunsey, Casady Salvy, heath w, Tam Mat	
Previous School Contact Email(s): 4	silverado103@gmail.com, tyler.salv@hotmail.com, 12@g.com, ratata@mail.clald	

- 1) Sport Info – This section will ensure that sport participation was correctly selected.
- 2) DEC Chair – This section will ensure that a DEC Chair is correctly identified in the system. In the event that a failure occurs at this level, the system will provide you with an error message identifying the root cause of the issue. You can use this information to help rectify the issue.
- 3) DEC Member(s) – This section will ensure that the DEC members are correctly identified in the system. In the event that a failure occurs at this level, the system will provide you with an error message identifying the root cause of the issue. You can use this information to help rectify the issue.
- 4) Previous School Info – This section will ensure that the information for a previous school exists. A form could get stuck if a previous school does not have a coordinator available to review the ‘Previous School Certification’. This section will help you understand if you need to contact the previous school and ask them to make sure a user is setup to receive incoming requests. (Rare Occurrence)

Coordinator – Reviewing Forms (6)

PAPF Main Form(s)	
Current Owner: Parent Reviewing	
PAPF Page 1	2 Complete
Responsible Owner:	Parent
View:	Review Form
Additional Action:	N/A
I. Eligibility Certification (Page 2)	Complete
Responsible Owner:	Parent
View:	Review Form
Additional Action:	N/A
II. New School Certification (Page 2)	In Progress
Responsible Owner:	Coordinator
View:	Review Form
Additional Action:	N/A
Previous School Certification Setup/Review	Not Sent
Responsible Owner:	Coordinator
View:	Review Not Available
Additional Action:	N/A
IV. Executive Committee Approval (Page 2)	Not Sent
Responsible Owner:	DEC
View:	Review Not Available
Additional Action:	N/A

- The section for the forms are listed in this section:
- 1) The name of the form (or section of the form).
 - 2) The status of the form/section. This will help you quickly identify what action needs to be performed.
 - 3) Clicking Review Form will allow you the ability to see information related the that form/section.
 - 1) Reviewing *PAPF Page 1* will allow access to special actions (See slide 19)

PAPF Page 1 Review

Application Summary

1 Edit Info

Athlete Info:
Name: Sammy S Student
Address: 44 Hyper Loop Drive Austin Texas 78787
Graduation: 2019
Grade: 9
Birthdate: 05/16/2001
Age: 17
Ninth Grade Enrollment: **06/07/2018**

Parent Info:
Name: Parent Figure
Phone: (012) 345-6789
Email: parentfigure@highschool.com

New School Info:
School Name: **E Merle Smith Middle**
City: Sinton
Type: Charter
Enrollment Date: **05/01/2018**
Continuously Enrolled: Yes

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

History

At least 1 answer has been changed since the parent submitted the PAPF.

2 View History

Page 1 Summary

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 **3**

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

No

3. Does the student live with:

Guardian

4. Are the parents of the student:

Married-Living Apart

5. Does the parent(s) of the student reside outside the attendance zone of the school the student wishes to represent?

No

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


PAPF Page 1 Review cont.

Application Summary

[Edit Info](#) **1**

<u>Athlete Info:</u> Name: Sammy S Student Address: 44 Hyper Loop Drive Austin Texas 78787 Graduation: 2019 Grade: 9 Birthdate: 05/16/2001 Age: 17 Ninth Grade Enrollment: 06/07/2018	<u>Parent Info:</u> Name: Parent Figure Phone: (012) 345-6789 Email: parentfigure@highschool.com
<u>New School Info:</u> School Name: E Merle Smith Middle City: Sinton Type: Charter Enrollment Date: 05/01/2018 Continuously Enrolled: Yes	<u>Old School Info:</u> School Name: Test High School City: Test State: Texas Type: Public Withdrawal Date: 05/01/2018



History

 At least 1 answer has been changed since the parent submitted the PAPF.

[View History](#) **2**

Page 1 Summary

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   **3**

- 1) Quick access to edit the basic information of the application. (See Slide 11)
- 2) All change history is recorded for each application. In the event any response has been changed, you will be able to view it by clicking View History. (See Slide 20)
- 3) The 'pencil icon' indicates that you can change the answer. Changing an answer will cause the system to validate if new forms are required for processing.

PAPF Page 1 Review cont.

Value Changed	Original Answer	New Answer	Answer Date	Change Date	Who Changed	Notes
Old School Type	Charter	Public	11/14/2018 14:18:14	11/14/2018 14:18:42	[Redacted]	
Enrollment Date	11/14/2018	03/01/2018	11/14/2018 14:18:14	02/01/2019 14:04:32	[Redacted]	
Ninth Grade Date	11/20/2018	03/01/2018	11/14/2018 14:18:15	02/01/2019 14:01:47	[Redacted]	
Enrollment Date	03/01/2018	03/01/2018	02/01/2019 14:04:32	02/01/2019 14:12:01	[Redacted]	Update of incorrect user information
Enrollment Date 1	01/01/2018 2	03/01/2018 3	02/01/2019 14:12:01 4	02/01/2019 14:13:42 5	[Redacted] 6	Update of incorrect user information 7

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 new answer provided.
- 4) The date the original answer was provided.
- 5) When the answer was changed.
- 6) The user who changed the answer.
- 7) The notes that were entered when it was changed.

PAPF Page 1 Review cont.

Close

Changing this answer could cause the form Athletic Parent Residence Rule 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

2

Submit Answer

Cancel

Clicking on any pencil icon will display a prompt for change:

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

Coordinators – Completing Forms

Application Summary

Athlete Name:	Sammy S Student	Graduation:	2019	Parent First:	Parent
Student Address:	44 Hyper Loop Drive	Birthday:	05/16/2001	Parent Last:	Figure
City:	Austin	Age:	17	Parent Phone:	(012) 345-6789
State:	Texas	9th Enrollment:	06/07/2018	Parent Email:	parentfigure@highschool.com
ZIP:	78787				
New School:	E Merle Smith Middle				
Last School/Participation:	Test High School				

Certification

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:

Signature of Managing Coordinator:

Date:

✓ 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)

Previous School Certification Setup/Review		Not Sent
Responsible Owner:	Coordinator	
View:	Review Form	
Additional Action:	N/A	

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

It is recommended at this time to (See Slide 15):

[Analyze Application for Issues](#)

[Run Check](#)

And ensure that the previous school is setup correctly.

Coordinator – Contact Previous School

The image shows a web form titled "Contact Previous School" on the left and two informational panels on the right. The form has several input fields with red circles and numbers indicating key areas: 1) "Previous Sports Played" with the text "Swimming/Diving"; 2) "Previous School Email(s)" with the text "stevepaul@gmails.com, manders@highschool.com"; and 3) "No Previous Attempts". The "Administrator Info" panel shows "Time remaining until Admin bypass is available: 7 days, 0 hours, 0 minutes" with a red circle and number 4. The "Auto Bypass Info" panel shows "Time remaining until auto bypass is available: 14 days, 0 hours, 0 minutes" with a red circle and number 5. A "Send Request To School" button is located at the bottom right of the form.

Contact Previous School

Previous Sports Played
Swimming/Diving 1

Athlete Name:
Sammy S Student

Last School of Participation:
Test High School

Previous School Contact:
Steve Paul, Mitch Anderson

Previous School Email(s) (comma separated): 2
stevepaul@gmails.com, manders@highschool.com

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

Other Contacts (add comma separated email addresses):

Send Request To School

Previous Attempts

No Previous Attempts 3

Administrator Info

Time remaining until Admin bypass is available:
7 days, 0 hours, 0 minutes 4

Auto Bypass Info

Time remaining until auto bypass is available:
14 days, 0 hours, 0 minutes 5

- 1) Previous Sports – You can modify the previous sports the athlete played here. Previous sports are used to look up coach contacts at the previous school.
- 2) For a previous school that is a member school, the system will lookup administrator contacts.
 - a) (Names can be removed from this list)
- 3) Previous Attempts - A list of attempts to contact the previous school.
- 4) Administrator Info – This box will show how much time is remaining until the admin can bypass this step due to non response. 3 previous attempts and 7 days must elapse before the form can be bypassed.
- 5) Auto Bypass Info - The amount of time that must pass before the system will automatically mark the form as bypassed.

Coordinator - Final Review

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. (PAPF Page 1, Eligibility Certification (Page 2), New School Certification (Page 2), Previous School Certification Setup & Previous School Certification (Page 2) must all be completed before you can submit for review) 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

The screenshot displays the Sportsline software interface. On the left is a sidebar menu with icons for Home, Accounts, and Logout. The main menu area shows '2019-2020' and 'Your Message Center (13)'. Under 'Eligibility Forms', 'Out-Going Athletes' is selected. The header features the Test District logo, a school dropdown set to 'Test High School', and the title 'PAPF Out-Going Athletes'. A search bar and 'Show All Open' button are also present. The table below lists two entries:

Date Started	Name	Receiving School	Last Modified	Status
01/18/2019	[Redacted]	Sinton	03/01/2019	Previous School In Progress
02/12/2019	[Redacted]	Sinton	04/23/2019	Coordinator Reviewing

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

Coordinator – Previous School

PAPF Page 1 Complete	
Responsible Owner:	Parent
View:	Review Form
III. Previous School Certification (Page 2) Complete	
Responsible Owner:	Previous School
View:	Review Form

Summary	
Application Info	
Eligibility Status	Accepted
Application	PAPF/Waiver
Participation	Varsity
DEC Required	▼ YES
Waiver Status	Parent Pending
Athlete Info	
Name	[Redacted]
Address	[Redacted]
Graduation	2019
Grade	9
Birthdate	08/03/2001
Age	17
Ninth Grade Enrollment	08/01/2015
Sports Requested	Basketball

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

Coordinator – Previous School

Application Summary

Athlete Name: [REDACTED]
Student Address: [REDACTED]
City: [REDACTED]
State: [REDACTED]
ZIP: [REDACTED]
New School: Austin HS
Last School/Participation: Sinton

Graduation: 2019
Birthday: 08/03/2001
Age: 17
9th Enrollment: 08/01/2015

Parent First: [REDACTED]
Parent Last: [REDACTED]
Parent Phone: [REDACTED]
Parent Email: [REDACTED]

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.

- 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.

ADDITIONAL DOCUMENTATION CENTER

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

1000 Character max. (1000 Remaining) If you need more room, please upload a written explanation below.

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

Administrator Signature: [REDACTED] Date: 09/11/2018

Last School of Participation: Austin HS City: Austin State: Texas

[Back to Top](#)

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**

Contact Previous School

Athlete Name:

Last School of Participation:

Previous School Contact:
 2

Previous School Email(s) (comma separated):

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

Other Contacts (add comma separated email addresses):

Send Again?

Previous Attempts

Sent on: 04/19/2019 @ 12:12 PM By · [Redacted]
Sent on: 04/19/2019 @ 12:13 PM By · [Redacted]
Sent on: 04/23/2019 @ 10:02 AM By · [Redacted]

Administrator Info

The previous school didn't respond to this request.
You can now mark as complete by clicking **Bypass**

Auto Bypass Info

No Information Available

- 1) When the previous school 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

*Reminder! DEC roles should be set at a campus and not at the ISD.

DEC – Review Application (Hearing Required)

PAPF Main Form(s)	
Current Owner: DEC Reviewing 1	
PAPF Page 1	Complete
Responsible Owner:	Parent
View:	Review Form
Additional Action:	N/A
I. Eligibility Certification (Page 2)	Complete
Responsible Owner:	Parent



Summary Edit Info	
Application Info	
Eligibility Status	In Progress
Application	PAPF/Waiver
Participation	Varsity
DEC Required	▼ YES 2
Waiver Info	DEC Review NOT Complete - Prepare Waiver(s) Below
DEC Acknowledgement	Click to send acknowledgement to UIL
Waiver Status	Parent Pending
Retroactive Date	Click here to request
Analyze Application for Issues	Run Check

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

- 1) Lets the user easily identify who the current owner is.
- 2) Lets the user quickly review what this application requires.

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)

III. Previous School Certification (Page 2)   1 Complete	
Responsible Owner:	Previous School
View:	Review Form
Additional Action:	N/A
IV. Executive Committee Approval (Page 2) In Progress	
Responsible Owner:	DEC
View:	Review Form
Additional Action:	N/A

DEC Eligibility Review

Schedule a Hearing (Required)

2

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.

1 - Shows the icons that indicate a hearing is required.

2 – The buttons present on the eligibility review section will guide the DEC Chair to the next steps.

DEC – Review Application (Hearing Required)

Application Summary

Athlete Name:	Sammy S Student	Graduation:	2020	Parent First:	Sammy
Student Address:	124 Main Street	Birthday:	07/10/2002	Parent Last:	Parent
City:	Test	Age:	16	Parent Phone:	(393) 939-3939
State:	TX	9th Enrollment:	07/07/2019	Parent Email:	parent@gmails.com
ZIP:	78787				
New School:	Sinton				
Last School/Participation:	Test High School				

Set Hearing Details

DEC Members:
member1, dec (DEC Member)

Preferred Date: **1**
Time: 12.00 PM
Location:

Alternate Date: **2**
Time: 12.00 PM
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: **3**
Search users by email/name

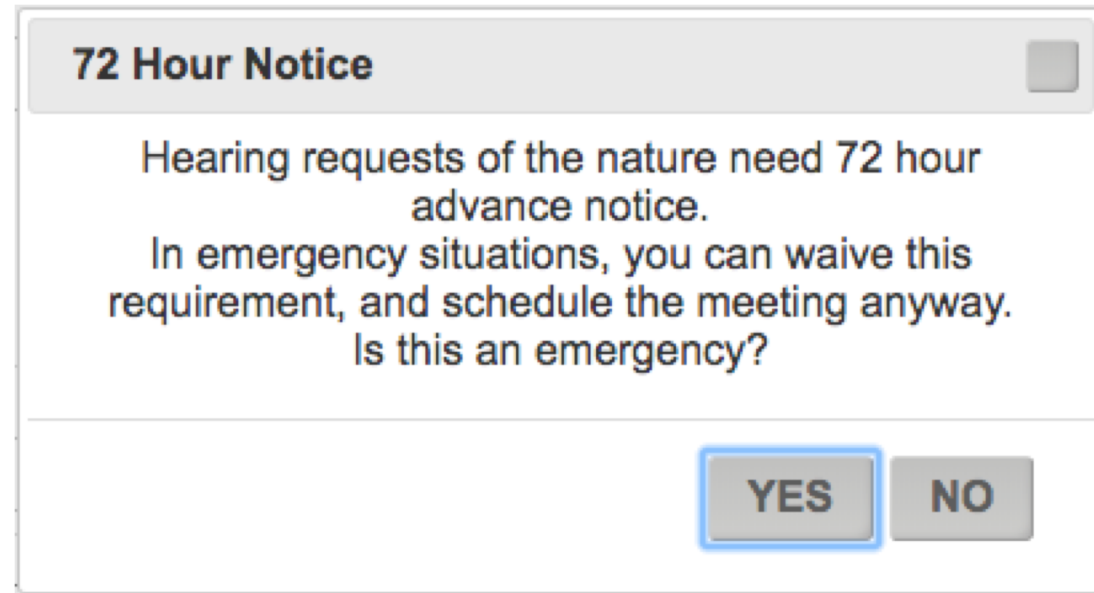
DEC Chair's have the option to schedule hearings in such a way that allows DEC Members to vote on the best available day.

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 users 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 Meetings 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)

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:
07/12/2019
12:00

Alternate Date:
07/15/2019
12:00

Location Hearing will be held: **Conference Room 8**

Location Hearing will be held: **Conference Room 8**

I'm available:

 --
 YES
 NO

I'm available:

 --

Send Selection

[Back to Top](#)

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.

Finalize Hearing

1 member(s) have responded so far!

Preferred Date: 07/12/2019 12:00	Alternate Date: 07/15/2019 12:00
Location Hearing will be held: Conference Room 8	Location Hearing will be held: Conference Room 8

dec member1	Yes	Yes
-------------	-----	-----

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

Submit

[Back to Top](#)

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:

07/12/2019

12:00

The hearing will be held: **Conference Room 8**

[Back to Top](#)

DEC – Review Application (Hearing Not Required)

DEC Eligibility Review

Request A Hearing

I'm Not Requesting a Hearing

DEC Members:

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

For applications that do not require a hearing (Yes answer to questions 1-5 from previous school), a DEC Member has the opportunity to request a hearing

DECChair – Review Application

DEC Eligibility Review

Hearing Details

1

Record Hearing Results

2

- 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

Enter any notes/findings from the hearing here:

1



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

Save Note

[Back to Top](#)

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

DEC Chair – Review Application

SECTION VI: ACCEPTANCE OF DISTRICT EXECUTIVE COMMITTEE

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

IV. Executive Committee Approval (Page 2)		Complete
Responsible Owner:	DEC	
View:	Review Form	
Additional Action:	N/A	

DEC Eligibility Review


[Update Hearing Results](#)

[Submit Eligibility To UIL For Review](#)

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**

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.

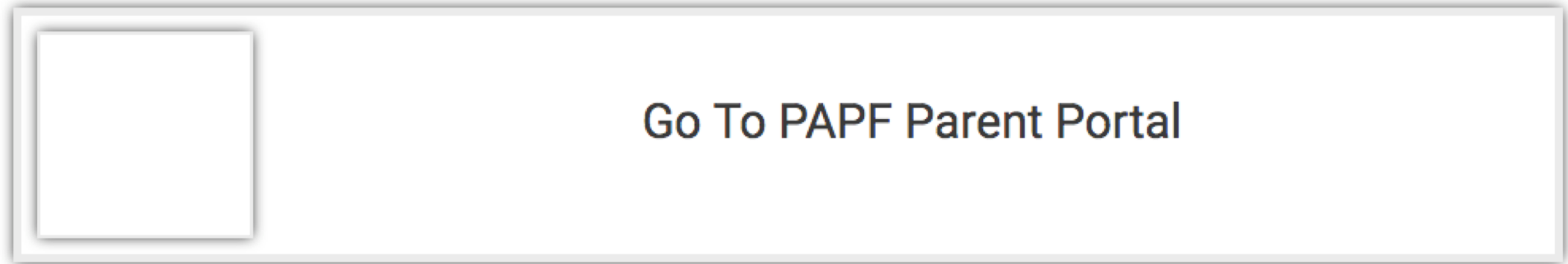
Should you need any assistance with this please see Steve Paul or the eligibility coordinator at your school.

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.

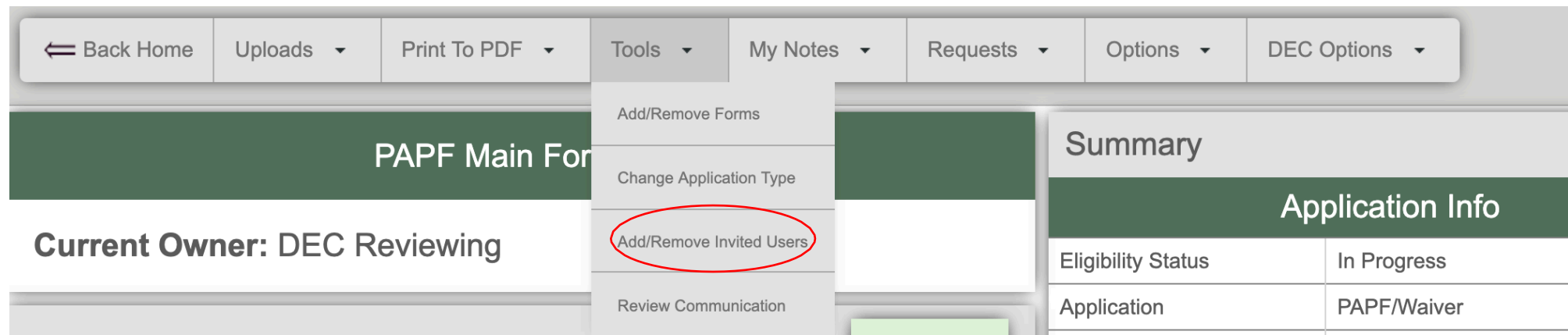
Permanently Delete A Record

- In the rare event that a PAPF needs to be deleted (duplicate records), please contact UIL or 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.



The screenshot displays a web application interface. At the top, there is a navigation bar with several menu items: 'Back Home', 'Uploads', 'Print To PDF', 'Tools', 'My Notes', 'Requests', 'Options', and 'DEC Options'. The 'Tools' menu is open, showing a list of options: 'Add/Remove Forms', 'Change Application Type', 'Add/Remove Invited Users' (which is circled in red), and 'Review Communication'. The main content area is divided into two columns. The left column has a dark green header 'PAPF Main Form' and a white section below it with the text 'Current Owner: DEC Reviewing'. The right column has a dark green header 'Summary' and a white section below it with the text 'Application Info'. Below this header is a table with two columns and two rows of data.

Application Info	
Eligibility Status	In Progress
Application	PAPF/Waiver