



TRANSFER STUDENT PROCESS

1. All students must be entered into TMS (TAPPS Management System).
2. For **ALL** Transfer Students:
 - a. Download and print the STF and PAPF forms from the TAPPS Website:
[TAPPS Forms](#)
 - b. **ALL** transfer students will fill out the STF and the top portion and Part A of the PAPF.
 - c. If the student **did not participate** in Athletics at the previous school in the last 12 months they will check part B on the PAPF and return the form to the new school.
 - d. If the student **did participate** in Athletics at the previous school in the last 12 months, the PAPF must be sent to the previous school for them to complete Part C.
 - e. When the form is completed by the previous school and returned to the new school, they will complete Part D and will upload **both the STF and the PAPF** to the Student Profile in TMS.
3. The TAPPS Office will review and notify the new school and district of approval status.
4. TAPPS will update the student profile in TMS.