

**STEP 4**

**Letter From Previous School Principal (Transfers only)**

A letter from the principal of the school previously attended is required. Letter may refer to high school activities previously participated in, whether student was in good standing at the time of transfer, any outstanding fees / lost materials, etc.

**STEP 5**

**Eligibility Hardship Checklist**

Prior to OSAA consideration of eligibility, this Eligibility Request Form and the following information must be received by the OSAA Executive Director.

**Transcripts**

Current high school  
Previous high schools

**Letters of Explanation**

Student  
Parents or Legal Guardian  
School Representative  
*Optional* – Other letters as relevant

**Age & Fifth Year Additional Documentation**

Gap in student's academic process  
Credit deficiency  
Classes needed to graduate  
Individualized Educational Program (IEP)  
Student's disability as defined by ADA

**School Records**

Attendance records  
Letter authorizing release of school records  
to OSAA

**STEP 6**

**Affirmation Statement**

Under penalty of perjury, I do affirm that no coach, parent, administrator, teacher, or other representative of the current school initiated contact or offered any inducements for the purpose of having the student attend the current school for athletic participation. Further, I authorize release of permanent school records to the OSAA.

**Both signatures required for all Eligibility Requests.**

  
Signature of Parent (Host Family if Non-CSIET student)

  
Signature of Principal / Superintendent

(Principal/Superintendent is encouraged to attach any specific comments regarding this student's eligibility request.)

**STEP 7**

**OSAA / District Committee Authorization**

**Decision**

**The District Committee should forward copies of all District Committee decisions and rationale for that decision to the OSAA.**

Director's / Chairperson's Signature: \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Chairperson's School: \_\_\_\_\_

Comments \_\_\_\_\_

Approved

Denied

**STEP 8**

**Appeals Process**

**DISTRICT COMMITTEE DECISIONS:** Appeals of District Committee decisions will be heard by the OSAA Eligibility Appeals Board.

- “Any party filing an appeal of a decision by the District Athletic Committee to the Eligibility Appeals Board...shall be assessed a filing fee of \$100 to defray the costs to the Association of assembling the respective appeals bodies to hear the appeal.” (Excerpt OSAA Handbook, **Executive Board Policies**, **Eligibility/Appeal Filing Fees**)
- If denied by the OSAA Eligibility Appeals Board, an appeal may be made to a Hearings Officer under **Rule 9, “Hearings Officer”**. Appeals to the Hearings Officer shall include an appeal fee of \$200.

**OSAA EXECUTIVE DIRECTOR DECISIONS:** Appeals of OSAA Executive Director decisions, regarding age, fifth year, grade deficiency, and non-CSIET foreign students are heard by the OSAA Executive Board.

- “Any party filing an appeal of a decision by...the Executive Director to the Executive Board shall be assessed a filing fee of \$100 to defray the costs to the Association of assembling the respective appeals bodies to hear the appeal.” (Excerpt OSAA Handbook, **Executive Board Policies**, **Eligibility/Appeal Filing Fees**)
- If denied by the OSAA Executive Board, an appeal may be made to a Hearings Officer under **Rule 9, “Hearings Officer”**. Appeals to the Hearings Officer shall include an appeal fee of \$200.