

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

School Records

Attendance records
Letter authorizing release of school records to OSAA

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

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 Fee"*)
- 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 Fee"*)
- 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.