



Eligibility Request Form

1. Complete all steps on front and back of this form
2. Attach copy of student's official transcripts with this form.
3. Transfers: A letter from the principal of the school previously attended is **required**.
4. Requests with incomplete enrollment records will not be considered.
5. Allow five working days to process.

OSAA Eligibility ID #

STEP 1 Student Information

School: _____ **School Phone:** _____

Student: (Last) _____ (First) _____ (Middle) _____

Date of Birth: _____ **Age:** _____

Parent: _____

Address: _____

Person with whom student lives: Currently: _____ Last Year: _____

Relationship to student: _____

Address where student lives: _____

STEP 2 Type of Waiver

- A. SEND DIRECTLY TO OSAA** (see checklist in Step 4)
- Age **Rule 8.3**
 - Fifth Year **Rule 8.2**
 - Grade Deficiency **Rule 8.1.1**
 - Satisfactory Progress Toward Graduation **Rule 8.1.2**
 - All Non-CSIET Foreign Students – Must also meet CSIET criteria in **Rule 8.6.3(c)**
 - All CSIET Foreign Students not meeting criteria in **Rule 8.6.3(c)**
- B. SEND DIRECTLY TO DISTRICT COMMITTEE**
- Transfers without change of Joint Residence **Rule 8.6** (including transfers where the student also has a Grade Deficiency and / or is not making Satisfactory Progress Toward Graduation).
 - Transfers to a school with **affiliation** **Rule 8.6.5**.

STEP 3 Enrollment Record Fill In All Sections

Has an Individualized Educational Program (IEP) been created for this student? Yes No
 If yes, is the student meeting the requirements of the Individualized Educational Program (IEP)? Yes No

Grading Period	Date Attended	School Attended	# Credits #Classes	
			Earned	Passed
<i>Example</i> →→→→→→→→→	9/5/99 to 1/12/00	Oregon High School	3.0	6
9 th – 1 st semester/trimester	__/__/__ to __/__/__			
9 th – 2 nd semester/trimester	__/__/__ to __/__/__			
9 th – 3 rd trimester	__/__/__ to __/__/__			
10 th – 1 st semester/trimester	__/__/__ to __/__/__			
10 th – 2 nd semester/trimester	__/__/__ to __/__/__			
10 th – 3 rd trimester	__/__/__ to __/__/__			
11 th – 1 st semester/trimester	__/__/__ to __/__/__			
11 th – 2 nd semester/trimester	__/__/__ to __/__/__			
11 th – 3 rd trimester	__/__/__ to __/__/__			
12 th – 1 st semester/trimester	__/__/__ to __/__/__			
12 th – 2 nd semester/trimester	__/__/__ to __/__/__			
12 th – 3 rd trimester	__/__/__ to __/__/__			

STEP 4 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 5 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 6 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 7 Appeals Process

DISTRICT COMMITTEE DECISIONS: Appeals of District Committee decisions will be heard by the OSAA Eligibility Appeals Board. If denied by the OSAA Eligibility Appeals Board, an appeal may be made to **a Hearings Officer under Rule 8.10., “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. If denied by the OSAA Executive Board, an appeal may be made to **a Hearings Officer under Rule 8.10., “Hearings Officer.” Appeals to the Hearings Officer shall include an appeal fee of \$200.**

ELIGIBILITY APPEAL FILING FEE: “Any party filing an appeal of a decision by the District Athletic Committee to the Eligibility Appeals Board or a decision of 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 Policy, “Eligibility Appeal Filing Fee”*)