Oregon School Activities Association
25200 SW Parkway Avenue, Suite 1
Wilsonville, OR 97070
503.682.6722   fax: 503.682.0960   http://www.osaa.org

OSAA Online Eligibility Request Form Instructions
http://www.osaa.org/forms/eligibility

A. ACCESSING THE ONLINE STUDENT ELIGIBILITY PAGE

From the OSAA homepage, www.osaa.org, use the blue navigation bar to navigate to Governance >> Forms.

Click the Eligibility Request Form link under the **Eligibility Forms** header.

B. USERS MUST BE LOGGED IN

Only school administrators with a registered OSAA website account have access to the online form. If you access the form and are not logged in, you will be redirected to the login page. Use your e-mail address and password to login.

Login

Login with your existing account.

> ⚠ You must be logged in to access the online eligibility form.

E-Mail Address [   ]

Password [   ]

☑ Remember me?

Login

*If you are automatically redirected to the login page and see this error message, type in your e-mail address and your password. Click **Login** to redirect back to the eligibility form.*

C. NO ADMINISTRATIVE ACCESS

Your user account must be linked to a full member school as an administrator (Principal, Athletic Director, Activities Director, AD Secretary, etc.). If you see the following error on the eligibility form page, this means that your OSAA website account is not linked to any school with administrative access. You will need to link your account to a new school/role combination using your school's administrator key code.

Create a New Eligibility Request Form

You do not have access to this form.

Your account is not linked to any school with administrative privileges.

Please refer to **OSAA Website Help** for instructions on linking your account to a school.

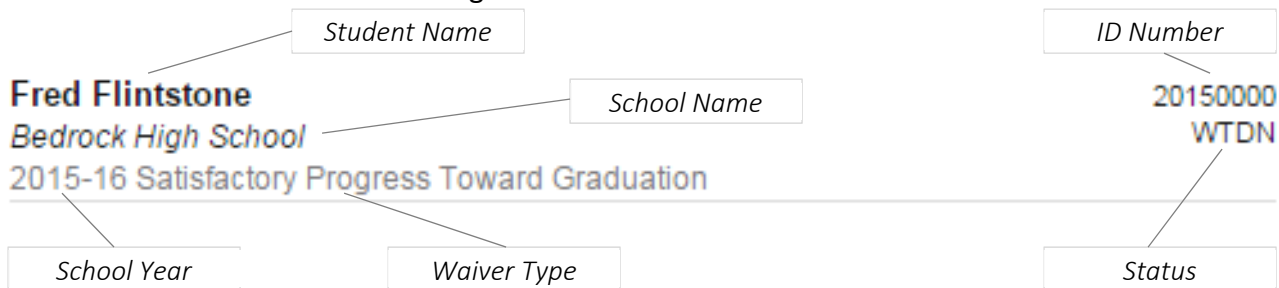*To gain access, refer to www.osaa.org/help.*

You'll need your school's administrator key code (an 8 character code provided by the OSAA).

D. SEARCHING FOR AN EXISTING REQUEST FORM

You can search for an existing eligibility request form by typing in a specific form's 8-dight ID number (or the 5-digit reference number for forms before the 2015-16 school year). You can also search by student name (first name search, last name search, or full name search). You can also search by school or by school year to list all forms associated with your school(s) that your account is linked to. Click the **Search** button to return a list of matching forms from the database. A list is also viewable from your "My Account" page on your school's "Eligibility Forms" sub-tab.
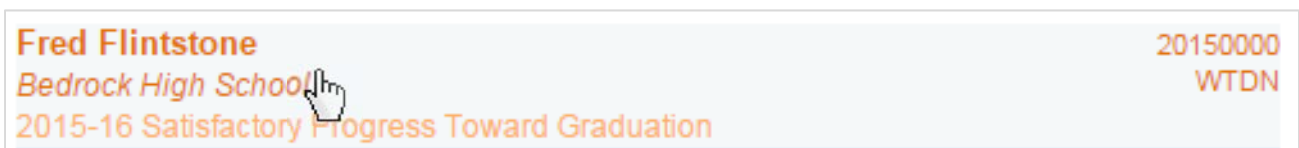
E. SEARCH RESULTS

By default, your school name is used to find all eligibility request forms associated with your school. These forms are listed under the **Search** heading.

Student Name		*ID Number*

Fred Flintstone
Bedrock High School   *School Name*   20150000
                                                               WTDN
2015-16 Satisfactory Progress Toward Graduation

School Year	*Waiver Type*	*Status*

F. ACCESSING AN EXISTING REQUEST FORM

After searching the database, a list of forms matching the search criteria will be displayed. Click a form in the list to access that form in view mode.

Fred Flintstone   20150000
Bedrock High School   WTDN
2015-16 Satisfactory Progress Toward Graduation

G. GENERAL STEPS TO SUBMIT AN ELIGIBILITY REQUEST FORM

1. **Create form** – After you initially create your form, its status will be WORK (a work in progress).
2. **Fill in all information –** Fill in all required information on the form.
3. **Submit the online form** – Click the **Submit** button to submit your completed online form.
4. **Next Steps** – Wait for a decision, no need to send paperwork anywhere.

Eligibilities with Transfers

Your District Athletic Committee will be automatically notified and will input a decision electronically, there is no need to send them any paperwork.

All Other Eligibilities

Submitting your form notifies the OSAA office of your request, no need to print or send anything to the OSAA office.

H. WAIVER TYPES

The following types of waivers for a student's eligibility are listed below.

- Age – OSAA Rule 8.3, Age Hardship Appeal, handled by the OSAA Executive Director.

- Fifth Year – OSAA Rule 8.2, Fifth Year Hardship Appeal, handled by the OSAA Executive Director.

- Age and Fifth Year – Combination of these two types.

- Grade Deficiency – OSAA Rule 8.1.1, Grade Deficiency / Full Time Enrollment Hardship Appeal, handled by the OSAA Executive Director.

- Satisfactory Progress Toward Graduation – OSAA Rule 8.1.2, Satisfactory Progress Toward Graduation Hardship Appeal, handled by the OSAA Executive Director.

- Grade Deficiency and Satisfactory Progress Toward Graduation – Combination of these two types.

- Non-CSIET Foreign Student – OSAA Rule 8.6.3, Non-CSIET Foreign Student Meeting CSIET Criteria in Rule 8.6.3(c) Hardship Appeal, handled by the OSAA Executive Director.

- CSIET Foreign Student – OSAA Rule 8.6.3, CSIET Foreign Student not Meeting Criteria in Rule 8.6.3(c) Hardship Appeal, handled by the OSAA Executive Director.

- Transfer without Change of Joint Residence – OSAA Rule 8.6, Transfer without Change of Joint Residence Hardship Appeal **(including transfer where student also has a grade deficiency and/or is not making satisfactory progress toward graduation)**, handled by the District Athletic Committee.

- Transfer to School with Affiliation – OSAA Rule 8.6.5, Transfer to School with Affiliation Hardship Appeal, handled by the District Athletic Committee.

I. VIEW MODE AND EDIT MODE

There are two modes when accessing an online form: <u>view mode</u> and <u>edit mode</u>. View mode provides you with a quick glance at your form's information. Edit mode allows you to edit your form's information and to make changes. You cannot edit a form after it has been submitted and received.

J. BEFORE CREATING A NEW ELIGIBILITY REQUEST FORM

Before creating a new request form, you should search for the student's name to see if an existing form has already been created.

Information will be required to create a new form. Details are provided on the page.

To create a new student eligibility request form, you must first select the school for which you are requesting a student to be eligible to represent. (This applies to students attending associate member schools or home school students wanting to represent your school.)

Use the **School** drop-down list to select your school.

Click **Next**.

New Eligibility Request

Administrators use this section to create a new Student Eligibility Request Form. You will need to provide the following information:

- **Student Information** - including name, date of birth, parent/guardian, address, etc.
- **Waiver Type** - type of eligibility waiver (see OSAA Handbook, Rule 8)
- **Enrollment Records** - student's academic history by semester/trimester
- **Additional Correspondence*** - some eligibility waivers require additional information or correspondence that will need to be uploaded as a separate file and attached to the request (letters, transcripts, etc.)
- **Affirmation Signatures** - in order for your request to be submitted, you must read and agree to an affirmation statement (school administrator and student's parent/guardian or host-family)

Create a New Eligibility Request Form

School [Bedrock High School ▼] [Next ►]

***Additional Correspondence**
Types of additional correspondence include:

Transcripts
- Current high school
- Previous high school

School Records
- Attendance records
- Letter authorizing release of school records to OSAA

Letter of Explanation
- Student and parent or guardian
- School representative
- Other letters as relevant

Age & Fifth Year Information/Documentation
- Gap in student's academic progress
- Credit deficiency
- Classes needed to graduate
- Individualized Educational Program (IEP)
- Student's disability per ADA

K. STEP 1: CREATING A NEW FORM

When you initially create a new form, you must provide some required information in order for the system to assign your form an ID number.

Follow the instructions included on the page. Each instruction is marked with an info icon, ⓘ. Please use proper capitalization, do not type in all caps. Ensure names are spelled correctly.

If you need help or have questions about how the form works, click the **Help** button. Click the **Cancel** button to return to the eligibility page without creating a new form.

Note: If you refresh the page during this step, your previously input information will be lost and you will have to start over from scratch. (This is because your form has not been created, yet.)

Form Fields

The information you input on this page will be used to setup a new student eligibility request form for submitting a hardship waiver. Each field on the form is required, except as noted. The fields are described as follows:

- School Name - The name of your school. If the school listed is not correct, close the form by clicking the **Cancel** button and create a new form by selecting a different school.

- School Year - The school year for which you are requesting the student to be eligible.

- Waiver Type - The appropriate hardship waiver for which you are requesting exemption. Select an option and additional information will be displayed including rule references. Click the **Types of Waivers** button to see a listing of all available types of waivers

- First Name - Student's first name.

- Middle Initial - Student's optional middle initial.

- Last Name - Student's last name.

- Date of Birth - The student's birth date. Click this field to bring up a date picker. Once you select a date, the student's age will be calculated. You can also type in the DOB without the picker.

- Country - The student's country of origin (i.e. foreign exchange). Default is the United States.

Action Items

When you start working on the form, you'll notice blue arrows pointing to form fields that require input. Please supply an input for these fields. Once you input something, the arrows will disappear.

Moving onto Step 2

Once all of the required information is provided and all of the blue arrows are gone, a green arrow will point to the **Next** button. Click this button to generate your form.

L. STEP 2: EDITING THE FORM AFTER IT HAS BEEN CREATED

Once your form is created, you will be shown a dialog box informing you about the newly created form. Your school will be sent an e-mail informing you that a new form has been created and assigned an ID number. Notification e-mails are sent to your school's Principal, Athletic Director, and AD Secretary. That e-mail will also contain a web link to return to your form. You can safely leave the online form page at anytime and return via the direct link in the e-mail or by searching for the waiver.

Auto-Save: Changes to your form are automatically saved after a field's value is confirmed (i.e. clicking outside of a text box or tabbing to another field).

Auto-Refresh: Some fields will trigger your form to reload; indicated by a vertical blue bar. You will see your page refreshed with updated information.
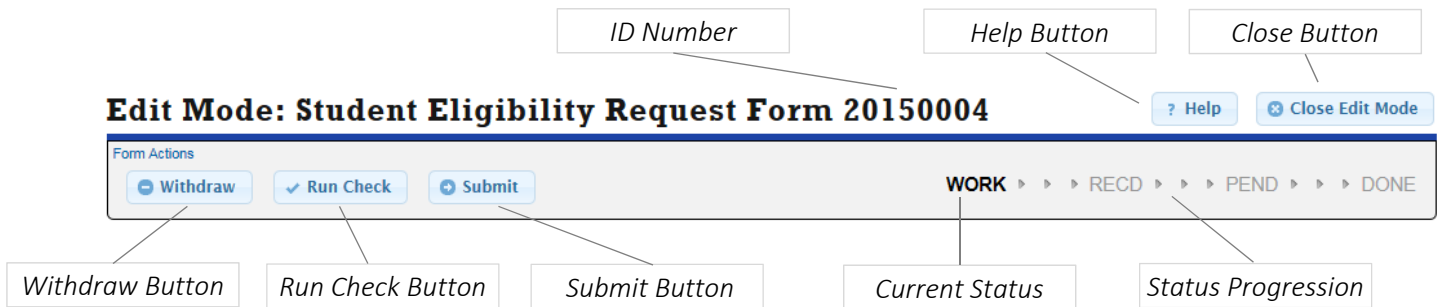
More Help: Click the **Help** button anytime for detailed instructions. For assistance, contact OSAA Support: (503) 682-6722 x228 or support@osaa.org.

When you are ready, click the **Got it, let's get started** button to close the dialog box.

M. EDITING YOUR FORM

At the top of the page, a form actions pane is shown in a highlighted section.

N. FORM ACTIONS PANE

The buttons in the form actions section allow you to manipulate your form. These button will change depending on which mode you are accessing your form: view or edit mode. When you first create your form, you are automatically put into edit mode so you can provide all of the information required. If you access your form via a link or from the search results, you will be in view mode.

- Edit Form – In view mode, you can click this button to enter edit mode. This button is only visible in view mode and only displayed if you have editing provilages. To close the edit mode and return to view mode, click the **Close Edit Mode** button.

- Withdraw – Use this button to withdraw your eligibility request. Withdrawing your form will cancel your eligibility request. For example, you may have created a duplicate request for the same student. Once you realize this mistake, you can withdraw the duplicate form. Once you withdraw a form, it cannot be reinstated. Before you can withdraw a form, you must provide a reason as to why you are withdrawing the form. You cannot withdraw a form online after it has been accepted by the OSAA or marked as pending - awaiting a decision. You can withdraw your form from the view or edit modes.

- Print – Once you have submitted your form, you can click the print button to view a PDF version of your form. The print ability will become available after your form is completed. For eligibilities involving a transfer, you can send the PDF version of your request form to the District Athletic Committee. All other types of waivers handled by the OSAA do not need a printed version sent to the OSAA office. You are encouraged to print a copy of your form for your school's records.

- Run Check – Within the edit mode, this function will run a preliminary scan over your form to see if it is ready for submission or not. If your form passes this inspection, you will see that it is ready to be submitted. If your form fails inspection, a list of missing items will be displayed telling you what needs to be provided before you can submit your form.

- Submit – Within the edit mode, click this button to submit your form. The page will run a preliminary scan over your form. If there are any errors, you will be shown a list of missing items telling you what needs to be provided before you can submit your form. If successfully submitted, you will be shown a PDF version that you can print and retain for your records.

O. FORM STATUS

Eligibility forms have a status that reflects the progression of completion. The statuses are explained below.

- <u>WORK</u> – The form is a work in progress.

  This is the form's default state once it has been created and assigned an ID number. You are free to edit your form and take as much time as you need to provide all of the required information. If you provide all of the required information, you can submit your form. **If you do not submit the form, it will stay in this state indefinitely. The OSAA will not submit your form for you.** Schools are responsible for submitting their forms; a form marked with this work in progress status means it is still being revised and no request has been submitted.

- <u>WTDN</u> – The form has been withdrawn.

  This is the state your form will be in after you withdraw your request. Once in this state, the form cannot be reinstated. Withdrawn forms are common for duplicate forms or requests that are no longer desired.

- <u>RECD</u> – The form has been submitted and received by the OSAA office or DAC.

  Once you submit an eligibility request waiver that doesn't involve a transfer, the form will indicate its status as received. This means that you have submitted the form, the OSAA office has been notified, and OSAA staff will review your submission to ensure all of the required information has been provided. If you are missing information, your form will be returned as insufficient. If everything is in order and all information has been provided, the form will be marked as pending and a decision will follow. Transfer waivers will skip this status and be directly marked as pending.

- <u>INSF</u> – The form is insufficient and requires additional information before you can re-submit.

  If you submit a form but forgot a piece of information and the OSAA has determined that additional materials are required, your form will be returned as insufficient. You will be notified by e-mail of this status change with instructions on updating your request with additional information or materials. You can edit a form that is insufficient to provide additional data before re-submitting. Transfer waivers will not be marked as insufficient. If a transfer waiver is missing information, the District Athletic Committee will either ask for additional materials or deny your eligibility request.

- <u>PEND</u> – Your form is pending, awaiting a decision to be made.

  Transfer waivers automatically transition to this state once successfully submitted. Your District Athletic Committee is notified and they can access your form online. DAC members cannot change your form's information, but they can see all of the necessary information and attachments. All other types of waivers are handled by the OSAA Executive Director. Non-transfer waivers are marked as pending once your form has been checked by OSAA staff to ensure all required information and materials have been provided. A decision will be made by the OSAA Executive Director regarding your waiver and your school will be notifiied of the decision via e-mail.

- <u>DONE</u> – Your form is complete and a decision has been made.

  A decision has been made regarding your eligibility request waiver form. Your school will be notified of the decision via e-mail with rationale regarding the decision. The form will also reflect the student's current eligibility status. You can appeal the decision by following the instructions in the notification e-mail.

- <u>APPL</u> – Your form is being appealed.

  Your waiver is being appealed and pending a hearing by the Eligibility Appeals Board (for transfer waivers), OSAA Executive Board (for all non-transfer waivers), or a Hearings Officer. Once a decision has been made, the form will be marked as done.

- <u>ARCH</u> – Your form has been archived.

  For tracking purposes, all waiver forms are archived at the end of the school year. Archived forms cannot be edited.

P. REQUIRED STUDENT INFORMATION

You must provide the student's first name and last name. The student's middle initial is optional. You must also provide the student's date of birth. The student's age will be calculated and shown next to the birth date. The student's country of origin is required. The default country is the United States. If the student is a foreign exchange student, please select their respective country. You can provide additional notes regarding the student in the "Student Notes" field.

An existing student with the same name and birth date as the student on your form is assumed to be the same individual. In this case, any associated waivers for the student will be displayed. If these other waivers are associated with a different school than yours, you may not have viewing access.

Q. ADDRESS AND PARENTS/GUARDIANS INFORMATION

You must provide the student's current residence and any individual that the student currently lives with. If the student does not currently live with his/her parent or guardian, uncheck the "With Parent" check-box and provide the residence information for the student's parent/guardian. The address where the student lived in the previous year is also required, although you can check the "Same as Current" check-box if the address is the same as last year.

R. ENROLLMENT RECORD

You must type in the current high school the student attends. You can list a previous high school if applicable. The student's grade in school (9, 10, 11, 12) is also required. You must also specify if the student has an Individualized Educational Program (IEP) and if so, indicate if the student is meeting his/her IEP requirements.

Enrollment Record

Current School	Bedrock High School	*	Previous School		

Current Grade 10 *

Has an Individualized Educational Program (IEP) been created for this student? Yes *

If yes, is the student meeting the requirements of the IEP? Yes *

Enrollment Records *   ⊕ Add Enrollment Record

SY	GR	Period	Dates	School	# Credits Earned	# Classes Passed		
2014-15	9	1st Semester	1/8/14 to 1/1/15	Bedrock High School	1.25	2	✏	🗑
2014-15	9	2nd Semester	2/2/15 to 6/12/15	Bedrock High School	2	3	✏	🗑

A student enrollment record is a history of a specific student's academic progress. A record indicates the student's academic progress throughout his/her high school career. An up-to-date student enrollment record history is required to submit an eligibility request form. Foreign exchange students are not required to have enrollment histories entered for academic progress outside the United States.

⚠ **Note**: All online eligibility request forms must have an enrollment record entered. This requirement cannot be substituted by an attached academic transcript.

To add an enrollment record, click the **Add Enrollment Record** button. You can edit an existing record by clicking the pencil icon, ✏, to the right of a particular enrollment record's row. Delete a record by clicking that record's trash icon, 🗑; you will be prompted to confirm if deleting an existing enrollment record row.

Edit Enrollment Record ☒

ⓘ Use this utility to edit this existing student enrollment record. Click "Save" to save changes to your form.

School Year 2014-15 Academic school year for this enrollment period.

Grade 9 Student's grade in school during this school year.

Grading Period 1st Semester

Dates Attended First Date Last Date When did the student attend school
MM/DD/YYYY 01/08/2014 to 01/01/2015 for this enrollment period?

School Bedrock High School

Number of Credits Earned 1.25 For example, 3.5

Number of Classes Passed 2 For example, 6

🖫 Save   ? Help   ⊘ Cancel

Available grading periods:
- *Semesters (1st & 2nd)*
- *Trimesters (1st, 2nd, & 3rd)*
- *Quarters (1st, 2nd, 3rd, & 4th)*
- *Summer Session*

Number of credit earned can be a decimal number.

Number of classes passed must be a whole number.

If you need additional information on adding or editing an enrollment record, click the **Help** button in the dialog window. Click **Add** or **Save** to add a new record or to save changes to an existing record.

S. GENERAL NOTES / COMMENTS

You can provide any additional notes or comments pertaining to your request or any special information relating to the student, enrollment history, files, or other details you might deem appropriate.

General Notes / Comments

Notes/Comments	Fred is on a credit recovery plan, attached. He struggles with focus and attention.

T. WAIVER FILES

Depending on the type of waiver, you will have to upload separate files or documents and attach them to your online form. Examples of additional correspondence include:

Transcripts
- Current high school
- Previous high school

School Records
- Attendance records
- Letter authorizing release of school
  records to OSAA

Letter of Explanation
- Student and parent or guardian
- School representative
- Other letters as relevant

Age & Fifth Year Information/Documentation
- Gap in student's academic progress
- Credit deficiency
- Classes needed to graduate
- Individualized Educational Program (IEP)
- Student's disability per ADA

You can upload files of various types and purposes and attach them to your waiver request form. A list of attachable file types is included in Appendix A.

Waiver Files   ⊕ Upload a File   Download All Files 🗑

Code	FID	Name	Type	Uploaded	Link	
ELFR	2	school_explanation_1.jpg	Letter of Explanation from School Representative	7/16/15 3:43pm	View/Download	🗑
CRPA	13	cpra_1.pdf	Credit Recovery Plan	8/4/15 2:50pm	View/Download	🗑

Required Files

You must upload files in order to submit this form. The following file types must be uploaded and attached to this waiver:

✅ **Letter of Explanation from School Representative**
Select this file type for uploading a letter of explanation from the petitioning school's representative. This file type is required for most waivers not involving a transfer.

✅ **Credit Recovery Plan**
This file type is for attaching the student's credit recovery plan; a plan of action for the student to follow in order to make up deficiencies.

❌ **Progress Report / Grade Check**
This file type is for attaching the student's progress report or a statement indicating the student's current grades, if requested.

❌ **High School Transcripts**
Select this file type to upload the student's transcripts from all high schools attended.

A green check mark, ✅, indicates that a required file for the specified waiver type has been uploaded. A red x, ❌, indicates that a required file has not been uploaded and you cannot submit the form until it has been uploaded.

You can view or download an existing file that has been uploaded by clicking the <u>View/Download</u> link for that file's row. Click the **Download All Files** button to get a ZIP file of all files uploaded and attached to this waiver.

U. UPLOAD AND ATTACH A FILE TO AN ONLINE WAIVER FORM

Uploading files and attaching them to a waiver is easy and allows for additional information to be provided. Click the **Upload a File** button to bring up a dialog window showing the file uploader utility. You will then need to complete these two steps:

1. **Select the File Type**

   First, select what type of file you are attaching to the waiver. There are many types of files: some are required, others are optional (see Appendix A). When you choose an option, a description of the file type will be displayed below the drop-down list to provide you with more information.

2. **Select the File on Your Computer to Upload**

   Click the button to bring up a file browser window. Navigate to the folder containing your file on your computer and select a single file to upload.

Although almost any file extension can be accepted, it is preferable to upload files in a commonly readable format like Adobe PDF (i.e., files with extension ".pdf" work the best). The OSAA office uses Microsoft Office 2013. Uploading a Mac/Apple formatted file may add a delay to processing your waiver because your files may have to be re-formatted to Windows readable files. The maximum file size that can be uploaded for a single file is 8 MB.

Click the **Upload** button to upload the selected file on your computer and attach it to your online form. Click the **Help** button for additional information.

V. AFFIRMATION STATEMENT

All waivers must have an acknowledgment of the affirmation statement by either inputting electronic signatures of a school administrator and the student's parent/guardian or host family or by uploading and attaching an Affirmation Statement Signature Form.

Under penalty of perjury, the parties 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, they authorize release of permanent school records to the Oregon School Activities Association and its designees.

W. ADDING ELECTRONIC SIGNATURES TO AN ONLINE FORM

Adding electronic (digital) signatures are relatively easy, but require both parties to be present in order to read the affirmation statement. Alternatively, you can download a blank signature form to print off, sign, scan, and upload to the online form. (A link to the blank signature form is found under the "Affirmation Statement" section.)

Signatures from the school administrator (Principal/Superintendent) and the student's parent/guardian (or host family) are required. You will not be able to submit the form without these two signatures and no affirmation statement signature form uploaded.

Signatures are listed under the "Affirmation Statement" section. Once a signature is added, it cannot be removed.

To add a signature for a respective party, click the **Add Signature** button.

Type in the full legal name of the individual acknowledging the affirmation statement. The /s/ indicator notes the signature provided is electronic. Click **E-sign** to add the signature to the form.

X. FORM INDICATES THAT IT HAS NOT BEEN SUBMITTED

If your form's status is WORK (currently a work in progress), a yellow notice will appear in view mode:

> This form has not been submitted. Click Edit for edit mode to submit the form.

In the edit mode, it appears at the top of the page and at the bottom of the page:

> This form has not been submitted. When ready, click the Submit button.

Forms that are not submitted but pass inspection and are ready to be submitted will generate an e-mail notification sent to the school alerting you that you have not submitted your form once your form is at least three days old.

Y. RUNNING A CHECK ON THE FORM

You can check to see if you need to provide any additional information or upload any required files by clicking the **Run Check** button. This button only appears in the edit mode if your form has not been submitted.

If your form fails the check, a list of corrections will appear.
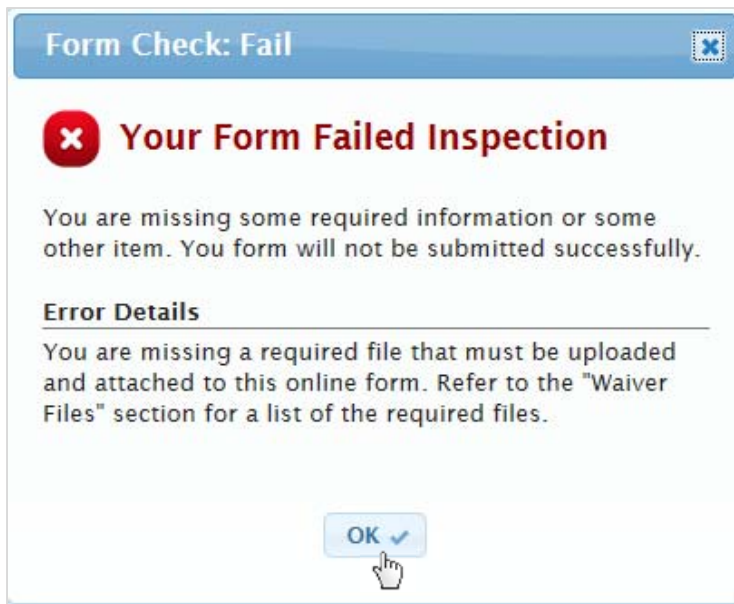
This check will be automatically run if you attempt to submit the form.

If your form passes the check, you will see a notice that you are ready to submit the form.

Z. SUBMITTING THE FORM

When you are ready, click the **Submit** button located in the form actions pane (at the top of the page in edit mode). If your form passes the preliminary inspection, you will be prompted to confirm form submission. Once you submit your form, you will not be able to make any additional edits. Confirm by clicking the **Submit** button or click **Cancel** to not submit and return to edit mode.

You do not have to print out your waiver form, except for retention for your own records. Do not send your forms by mail, fax, or email to the DAC or OSAA. All waivers are process electronically online.

Your school will be notified via e-mail regarding your form's successful submission.

AA. NEXT STEPS AFTER SUBMITTING A REQUEST

Regardless of the type of waiver, the next steps are the same. Keep a copy of the student eligibility request form for your school's records. The OSAA or DAC has received your form electronically. If additional information is required for non-transfer waivers, your form will be returned as insufficient in order to allow you the opportunity to edit your form and re-submit. Allow five business days for your request to be processed. Once a decision is made, your school will be notified by e-mail.

> Do not send a printed version of your form to the OSAA or DAC. An electronic copy has been received.

AB. PRINT VERSION

A printable version of your form can be generated as an Adobe PDF file. Your computer will need a program that can read and display PDF files. Most internet browsers (like Internet Explorer, Google Chrome, and Safari) have a built-in PDF extension. You can also download a free PDF reader online.

AC. APPEALS

Appeals of decisions made by the District Athletic Committee are heard by the OSAA Eligibility Appeals Board. Appeals of decisions made by the OSAA Executive Director are heard by the OSAA Executive Board. Appeals must be requested in writing, or e-mail, and submitted to the OSAA Executive Director. Any party filing an appeal of a decision 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.

If a waiver is denied by the OSAA Eligibility Appeals Board or OSAA Executive Board, an appeal can be made to a Hearings Officer under OSAA Handbook Rule 9, "Hearings Officer." Appeals to the Hearings Officer shall include an appeal fee of $250. For additional information, please refer to the OSAA Handbook available at www.osaa.org/governance/handbooks.

APPENDIX A – WAIVER FILE TYPES

- Additional/Supplemental Information
- Affirmation Statement Signature Form
- Attendance Records
- Credit Recovery Plan
- Current High School Transcripts
- District Athletic Committee Notes (OSAA Use Only to Upload DAC Decision Rationale)
- Documentation of Classes Needed to Graduate (Age & Fifth Year Waivers Only)
- Documentation of Credit Deficiency (Age & Fifth Year Waivers Only)
- Documentation of Gap in Student's Academic Progress (Age & Fifth Year Waivers Only)
- Documentation of Student Disability as Defined by ADA (Age & Fifth Year Waivers Only)
- Documentation of Student Individualized Education Program (Age & Fifth Year Waivers Only)
- High School Transcripts
- Letter from Principal of the Previously Attended School (Transfer Waivers Only)
- Letter of Explanation from Parents/Guardian
- Letter of Explanation from School Representative
- Letter of Explanation from Student
- Notification Letter (OSAA Use Only to Upload Decision Rationale)
- Other Relevant Letter of Explanation
- Previous High School Transcripts
- Progress Report / Grade Check
- School Authorization of School Records Release Form