





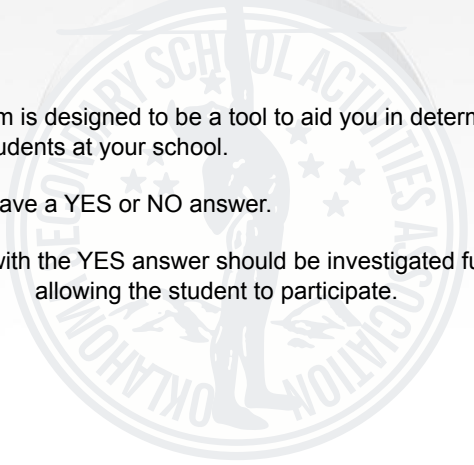
ELIGIBILITY RECORD FORM



The record form is designed to be a tool to aid you in determining athletic eligibility for students at your school.

All questions have a YES or NO answer.

Any question with the YES answer should be investigated further prior to allowing the student to participate.



ELIGIBILITY RECORD FORM



OSAA ELIGIBILITY RECORD FORM FOR STUDENTS IN GRADES 7-12
(TO BE FILLED OUT BY THE STUDENT AND PARENT AND FILED IN PRINCIPAL'S OFFICE) Updated July 2015

Name of Student (Print): _____ Grade _____ Birth Date _____ Age _____

Student's Current Address _____ Last School Address _____ Zip _____

NOTE: STUDENT AND PARENT MUST SIGN BELOW AND EXPLAIN ALL "YES" ANSWERS FROM BELOW ON BACK OF FORM.

YES NO

1. Before September 1, will you be 14 years of age for 7th grade, 15 years of age for eighth grade, 16 years of age for ninth grade, or 19 years of age for high school participation? (Rule 1) ☐ ☐
2. Have you missed school more than 10% of the school days taught for this 18-week grading period? (Rule 2) ☐ ☐
3. Did you fail any classes during the last 18-week grading period? (Rule 3 & 4) ☐ ☐
4. Are you currently failing any class? (Rule 3) ☐ ☐
5. Were you ineligible to participate at any time during the last 18-week grading period? (Rules 3 & 4) ☐ ☐
6. Have you done anything to jeopardize your amateur status such as receiving cash or merchandise connected with an athletic activity? (Rule 5) ☐ ☐
7. Have you completed all 12th grade requirements for high school graduation? (Rule 6) ☐ ☐
8. Have you failed any semester(s) received in credit for the semester(s) since the time you entered the 7th grade? (Student's any generally listed in participating in athletics during the 7th grade and the five school years that follow consecutively after that school year.) (Rule 7) ☐ ☐
9. Since entering 7th grade have you ever homeschooled or had an interruption in consecutive semesters of the educational tract? ☐ ☐
10. Are you now or have you ever repeated any grade since entering the 7th grade? (Rule 7) ☐ ☐
11. Do you live with someone now other than whom you lived with last school year? (Rule 8) ☐ ☐
12. Do you live with someone other than your parent? (Rule 8) ☐ ☐
13. Do you live with only one parent? (Rule 8) ☐ ☐
14. Do you live outside this school district? (Rule 9) ☐ ☐
15. Is more than one residence owned, rented or maintained by your parents or guardian? (Rule 9) ☐ ☐
16. Have you ever attended school outside the district where your parents reside? (Rule 9) ☐ ☐
17. Are there other family members in grade K-12 attending a different school district other than the district you are now attending? ☐ ☐
18. Have you ever participated at any school outside the district in which both parents had residence? (Rule 9) ☐ ☐
19. Have you, your parent, or your guardian ever been influenced in any manner by anyone in this school district to attend this school or engage in athletics? (Rule 9) ☐ ☐
20. Have you ever been granted athletic eligibility on the basis of an OSAA hardship waiver? (Rule 20) ☐ ☐
21. Were you on an approved foreign exchange program last year? (Hardship Waiver Manual X) ☐ ☐
22. Have you participated in a foreign exchange program for more than 365 days? (Hardship Waiver Manual X) ☐ ☐
23. Were you suspended, expelled, or under discipline at the previous school attended, or were you or your parents having a conflict with a coach, teacher, or administrator at the time you left your previous school? (Rule 4 and 5) ☐ ☐

Each of the undersigned also acknowledges and agrees that (NOTHING) information about the above mentioned student may be disclosed to OSAA in connection with any investigation or dispute concerning this student's eligibility to participate unless any possible violation of OSAA rules, which will under the reasonable practices to maintain the confidentiality of and otherwise information recorded that such information has not otherwise been publicly disclosed in some manner.

If the above guidelines are not satisfied for athletic eligibility, the student may be ineligible for one year. (See Rule 8) INCORRECT INFORMATION COULD CAUSE ELIGIBILITY TO BE REVOKED AND COULD RESULT IN THE FORFEITURE OF CONTESTS IN WHICH THE STUDENT HAS PARTICIPATED IN ADDITION TO OTHER PENALTIES.

(Student) _____ (Date) _____ (Coach) _____ (Date) _____

(Parent/Guardian) _____ (Date) _____

AGE



1. Will you be 14 years of age for 7th grade, 15 years of age for eighth grade, 16 years of age for ninth grade, or 19 years of age for high school participation before September 1? (Rule 1)

If this question is answered YES, an overage hardship waiver must be filed prior to allowing the student to participate at any level.

Student's are allowed to continue to participate in non-athletics unless they reach their 21st birthday prior to September 1.

ATTENDANCE FOR THE SEMESTER (90%)



2. Have you missed school more than 10% of the school days taught for this 18-week grading period? (Rule 2)

A student must be in attendance 90% of the time, in each class, in which they are enrolled for the semester to remain eligible for participation.

ACADEMIC ELIGIBILITY FOR SEMESTER



3. Did you fail any classes during the last 18-week grading period? (Rules 3 and 4)

A student must pass a minimum of five classes that count toward graduation at the end of a semester to be eligible for participation the following semester. Students not meeting this requirement must sit out the first six weeks of the following semester, and be passing all courses at that time to become eligible.

ACADEMIC ELIGIBILITY DURING A SEMESTER



A student must be passing in all subjects he/she is enrolled in during a semester.

If a student is not passing all subjects enrolled in on the day of the grade check, he/she will be placed on probation for the next one-week period.

If a student is still failing one or more classes, during the next week on the grade check day, he/she will be ineligible to participate during the next one-week period.

ACADEMIC ELIGIBILITY FOR A SENIOR



Seniors must be enrolled in a minimum of 4 courses,
and are only required to pass the courses they need for graduation.

ACADEMIC ELIGIBILITY FOR A NEW STUDENT



4. Are you currently failing any class? (Rule 3)

Students admitted with failing grades must sit 3 weeks to gain eligibility.

ACADEMIC ELIGIBILITY AFTER DROPPING A CLASS



If a student drops a class after the first three weeks of the semester, then the student must sit out 3 weeks to regain eligibility.

At the end of the three weeks, the student must be passing all classes to regain eligibility.

EXCEPTION: A senior student may drop a class at any time and maintain eligibility, provided that the dropped class is not required for graduation, and the student is still enrolled in the minimum number of classes required for eligibility and has passing grades in those classes.

ACADEMIC ELIGIBILITY AFTER DROPPING AN AP OR HONORS CLASS



A student dropping an AP or honors-level course can maintain eligibility provided the student was passing the course at the time he or she dropped the course, and provided the student enrolls in a non-AP or non-honors level course in the same subject.

NEW STUDENT'S WEEK TO WEEK ELIGIBILITY



5. Were you ineligible to participate at any time during the last 18-week grading period? (Rules 3 & 4)

A yes answer to this question would indicate the student may have had week to week grade issues. An inquiry as to why the student was failing would be helpful in making sure the student understands the importance of the keep up with school work.

AMATEUR STATUS



6. Have you done anything to jeopardize your amateur status such as receiving cash or merchandise connected with an athletic activity? (Rule 5)

Students participating in athletics may not accept any award other than a trophy, medal or plaque for their participation in an athletic event.

The amateur rule does not apply to non-athletics.

(HB 2615)

GRADUATION REQUIREMENTS



7. Have you completed all 12th grade requirements for high school graduation? (Rule 6)

A student who has met ALL graduation requirements, and is no longer enrolled in a minimum of 4 hours (if the student is a senior) is no longer eligible to participate in OSSAA athletic activities.

LENGTH OF PARTICIPATION



8. Have you failed any semesters (received no credit for the semester) since the time you entered the 7th grade? (Student's are generally limited to participating in athletics during the 7th grade and the five school years that follow consecutively after that school year-Rule 7)

Once a student enters 7th grade, he/she must maintain passing grades at the end of each semester.

LENGTH OF PARTICIPATION



9. Since entering 7th grade have you ever home-schooled or had an interruption in consecutive semesters of the educational tract?

Students are eligible for participation for 6 consecutive years, once they enter the 7th grade.

LENGTH OF PARTICIPATION



10. Are you now or have you ever repeated any grade since entering the 7th grade?
(Rule 7)

Students repeating 7th or 8th grade are not permitted to participate during the repeat year.

If a student repeats 7th or 8th grade, and does not participate, then the repeat year is NOT counted against the six consecutive years.

Whenever a student is found to have participated in any contests in a particular activity during a repeat seventh or eighth grade period at a member school the student will be immediately ineligible for that activity.

To regain eligibility for that activity, the student must sit out of one contest in the same activity for each contest in which the student participated during the repeat period.

RESIDENCE ELIGIBILITY



11. Do you live with someone now other than whom you lived with last school year?
(Rule 8)

If a student's residence has changed, or if they are living with someone other than with whom they lived with last school year, their eligibility should be investigated further before they are allowed to participate.

RESIDENCE ELIGIBILITY



12. Do you live with someone other than your parents? (Rule 8)

The basic rule of eligibility: a student establishes eligibility based on first participation at the 9th grade level or above, living with the parent or legal guardian. If a student lives with someone other than the parent/legal guardian, eligibility should be investigated further prior to allowing the student to participate.

RESIDENCE ELIGIBILITY



13. Do you live with only one parent? (Rule 8)

A student may live with only one parent as long as it is the same parent the student was living with last year. If there is a change in with whom the student was/is living, then the student's eligibility should be investigated further prior to allowing that student to participate.

RESIDENCE ELIGIBILITY ESTABLISHED STUDENTS



14. Do you live outside this school district? (Rule 8)

If a student lives outside the district in which the parent or legal guardian resides, the school is responsible for insuring the student is a legal student in the district prior to allowing the student to participate at any level.

DUAL RESIDENCE



15. Is more than one residence owned, rented or maintained by your parents or guardian? (Rule 8)

For the purpose of establishing or maintaining athletic eligibility, a student's parents or legal guardian may only maintain one residence.

A family that moves into another residence with another family or person(s) while continuing to own or rent the former residence is considered to be in a dual residence situation.

DUAL RESIDENCE COMPLIANCE



The family must agree that they or any other family member will not return to the former residence for an overnight stay.

Further, the former residence may not be rented or leased long term to another family member. It may also be closed and left unoccupied. Students in a dual residence situation are not eligible for competition at any level, unless and until the Residence Affirmation form has been signed and returned to the school.

DUAL RESIDENCE COMPLIANCE



1. Complete the student record form
2. Submit documentation regarding the former residence, and the new residence.
3. The previous residence should be emptied of all personal belongings.
4. A Residence Affirmation form should be completed.
5. The school should make a reasonable inquiry to determine that the former residence has been emptied of all personal belongings.
6. All documentation shall be sent to the OSSAA, at which time an investigation will be scheduled.

DUAL RESIDENCE COMPLIANCE



**DUAL RESIDENCE
TRUMPS ALL OTHER
ELIGIBILITY ISSUES**

OKLAHOMA SECONDARY SCHOOL
ACTIVITIES ASSOCIATION (OSSAA) 14596,
Oklahoma City, OK 73103-0596

**AFFIRMATION OF COMPLIANCE WITH OSSAA RULES AFTER A
CHANGE IN RESIDENCE AND SCHOOL**

This form is not used when a student is transferring from one school to another within a particular school district but is used when a student who has established eligibility in a particular school or within a particular school district has attempted to enroll in a different school or within a different school district. It is used to affirm that the student is eligible for continued participation in a different school. It is used to affirm that a student has moved to a new residence for the purpose of enrolling in a new school, when the student and/or the student's parent or legal guardian have, in fact, continued to reside at the original address, or subsequently have returned to the original address, violating OSSAA Rule 8-2-4(c), which states in part:

For the purposes of the Rules, a home file move and change of residence shall mean that:

- (i) The original residence has been sold or leased to another party;
- (ii) The original residence is not being used by any family member;
- (iii) All resident family members have moved out of the original residence, and personal property associated with persons, that were occupying it, has been removed.

The moving school shall submit documentation to OSSAA verifying that the original residence and new residence were inspected and that the family completed a home file move. A student whose parents maintain two or more residences in order to circumvent the residency requirements of this Rule shall not be eligible to compete in any sport, and the student shall not be permitted to participate in athletics.

By signing this form, the student who has changed schools and is seeking immediate eligibility to participate based on a change of residence, and the student's parent(s) or legally appointed guardian acknowledge and affirm that they understand and are in compliance with OSSAA Rule 8-2-4(c). They also acknowledge that if it is determined that the change of residence was not actually made, or the family returns to the original residence, or that some prohibition to the former residence has continued which would indicate that the change of residence was false, made for the purpose of enrolling in a new school, the student shall be ineligible to participate in any sport and shall be subject to the provisions of OSSAA rules concerning eligibility. The change of residence, or if the student's parent(s) or legally appointed guardian has been residing in the former residence, other full-time or part-time, subsequent to a change of residence, especially having been made, that the student and his/her family intend to be eligible for further participation in any school and sanctioned by OSSAA's Board of Directors. The school further may be subject to sanctions or penalties, including the possible forfeiture of previous seasons or championships.

By signing this form, the undersigned principal or head of the receiving school acknowledges and affirms that he/she has investigated the student's change of residence, which included the legal residence of the student's new residence, and is satisfied that the student and/or the student's parent(s) or legally appointed guardian are not violating OSSAA Rule 8-2-4(c).

Each of the undersigned also acknowledges and agrees that identifying information about the above-mentioned student may be disclosed to OSSAA in connection with any investigation or report concerning the student's eligibility to participate and/or previous violation of OSSAA Rules. OSSAA will maintain records of this information to maintain the confidentiality of such identifying information, provided that such information has not otherwise been publicly disclosed in some manner.

Student _____ Parent(s) or Legal Guardian _____

School _____

Principal or Head of Receiving School _____ Date _____

This form must be retained with the New Student Form in the OSSAA office for approval prior to the student participating in any athletic competition. A copy of this form also must be sent, via mail or fax, to the principal or head of the school from which the student has moved.

OSSAA Member, Educational Institution _____ Date _____

OTHER FAMILY MEMBERS IN SCHOOL



16. Are there other family members in grades K-12 attending a different school district other than the district you are now attending?

If all family members, of school age, are not attending the same school, the situation should be investigated further prior to allowing the student to participate.

PREVIOUS PARTICIPATION



17. Have you ever participated at any school outside the district in which both parents had residence? (Rule 8)

If a student has established athletic eligibility away from their home district, and a bona-fide move into another district occurs, the student is permitted to choose to remain at the previous school, or legally enroll as a student at the new school and be eligible at the varsity level.

RECRUITING



18. Have you, your parents, or your guardians ever been influenced in any manner by anyone in this school district to attend this school to engage in athletics? (Rule 9)

The OSSAA membership values the concept of maintaining a level playing field for participants in all athletic and non-athletic activities. Influencing an athlete to attend a school by anyone associated with the school, i.e. boosters, coaches, counselors, teachers, parents, students, etc. is strictly prohibited.

WAIVER GRANTED AT PREVIOUS SCHOOL



19. Have you ever been granted athletic eligibility on the basis of an OSSAA hardship waiver? (Rule 20)

The hardship waiver process is intended to aid students who find themselves in a circumstance beyond their control that compels them to change schools.

Waivers to rules will be a rarity, and seldom would one student receive two waivers throughout their varsity career.

FOREIGN EXCHANGE STUDENTS



20. Were you on an approved foreign exchange program last year? (Hardship Waiver Manual-X)

Students attending member schools on a CSIET approved exchange program may be granted eligibility for 365 days.

Application for eligibility must be submitted and approved prior to allowing the student to participate.

INTERNATIONAL STUDENTS



International students eligibility status should be fully investigated prior to being allowed to participate at any level.

These students are on an F-1 Visa, not on an approved CSIET program, and they are not generally eligible by Rule. Contact the OSSAA office.

CONDUCT OF STUDENTS AT PREVIOUS SCHOOL



21. Were you suspended, expelled, or under discipline at the previous school attended?

A student changing schools who was ineligible or otherwise barred from athletics for any reason at the time the student left the previous school, or who would have become ineligible if the student had remained at the previous school, is not permitted to participate in athletics at the student's current school, unless and until the student satisfies or complies with the requirements that were or would have been imposed for reinstating eligibility at the previous school.

Disciplinary action can be imposed by the school, or by the coach or an athletic program.

A student who is suspended from an athletic program, or who would have become suspended if the student had remained at the previous school, cannot be eligible at another school until the terms of that disciplinary action have been met.

CONFLICT AT PREVIOUS SCHOOL



22. Were you or your parents having a conflict with a coach, teacher, or administrator at the time you left your previous school?

If a conflict existed at previous school, the school should investigate the matter further.

DETERMINING ELIGIBILITY



If any questions on the OSSAA Eligibility Record Form have been answered "yes", the student's eligibility status should be investigated further prior to allowing the student to participate.

A written explanation is required on the OSSAA Eligibility Record Form for Students for any questions that have been answered "yes."

On occasion, students find themselves in circumstances beyond their control that would qualify him or her for a waiver to the rule(s) that prohibit their participation.

In those extreme circumstances a Hardship Waiver may be filed by the school on behalf of that student.

WAIVER PROCESS



There are seven (7) criteria that can be considered for a hardship waiver. You should be familiar with those criteria.

When a family inquires about a waiver, you should go over the criteria with them. If the circumstances meet one of the seven (7) criteria, then you should guide them in proceeding with filing the paperwork.

If the circumstances do not meet criteria for a waiver to the rules, then the family should be counseled that the student (upon completion of the Changing Schools Form and meets all other eligibility requirements) will be eligible for sub-varsity participation for a period of one year from the student's date of first attendance.

FORMS REQUIRED FOR A WAIVER REQUEST



There are 3 forms that must be completed to file a waiver request.

Request of OSSAA Hardship Eligibility Clarification
OSSAA Eligibility Record Form
Transfer Athletic Eligibility Information Form

ALL FORMS CAN BE FOUND ON THE ELIGIBILITY LINK AT OSSAA.COM

When submitting a hardship waiver request, you should complete all necessary forms with the parents and student.

Documentation describing the circumstance should accompany the forms.

A description of what needs to be included in the documentation is described below each criteria in the handbook.

RESPONSE TO WAIVER REQUESTS



Hardship Waiver requests require a minimum of 15 calendar days to be processed once all forms and required documentation have been received.

You will be notified by regular mail once a determination has been made.

PROCESS FOR WAIVER REQUESTS



Hardship requests are initially processed by 2 Staff members who determine whether or not the documented circumstances are in compliance with the established criteria.

There are two layers of appeals for waiver requests that have been denied by Staff.

INTERMEDIATE APPEALS PANEL



The Intermediate Appeals Panel is a group of elected members whose sole task is to listen to appeals of hardship waivers. The Panel is comprised of a member from each quadrant of the State, and one member representing the multi-high districts.

A school representative must be present with the family when appealing to the Panel.

The Panel will meet prior to each meeting of the Board of Directors. There is no cost to appeal to the Panel.

APPEALS TO OSSAA BOARD



Should an appeal be denied by the Intermediate Appeals Panel, the waiver request may then be appealed to the OSSAA Board of Directors.

All requests to appeal to the Board must be made by 4 p.m. on the Friday prior to the scheduled Board Meeting date, and there is a \$100 administrative fee. Meetings are posted in the Administrator's Handbook, on the OSSAA two-year planner, and on the OSSAA website (www.ossaa.com).

PERIOD OF INELIGIBILITY



Students whom you determine do not qualify for submitting a hardship waiver request or student's whose hardship request has been denied, are not eligible for varsity participation for a period of one year from the student's date of first attendance.

Student's who are not eligible for varsity participation may participate at the sub-varsity level during the year.

A **Changing School Form** should be submitted to the former school. If the former school believes that the student was not recruited by the new school, and the move was not made for athletic purposes, the form should be returned and the student allowed to participate at the sub-varsity level.

The Changing School Form is not required to be submitted with a hardship waiver request.

REQUIRED SIT OUT AFTER FIRST DAY OF SCHOOL YEAR



A new student is not in class the first day of school, regardless of whether the student moved into the district, or transferred into the district, is required to sit out for 15 calendar days prior to being allowed to participate.

SCHOOLS WITH RESIDENTIAL FACILITIES



A student who was regularly residing with the student's parents (or custodial parent or court-appointed guardian with legal custody of the student) but then attends a member school and resides during the school week or school term in residential facilities provided by the school, may establish athletic eligibility by first participation at that school.

OSSAA RANKING PROGRAM



Prior to the beginning of the school year, Athletic Directors should login to the OSSAARankings.com site and update the list of coaches for their school.

Please be sure to include cheer and academic bowl coaches.

The OSSAA uses this database to get very important information to coaches during the course of the school year.

OSSAA RULES MEETINGS



All head coaches are required to attend a rules meeting for their respective sports. The meetings are available face-to-face (dates and times can be found on the OSSAA website) or on-line. Based on the season of the sport, coaches are required to complete the meeting no later than the required date. Failure to comply will result in the school suspending the coach from all interscholastic competition until he or she comes into compliance.

REQUIRED COMPLETION DATES

Fall Sports—September 1
Winter Sports—December 1
Spring Sports—March 1

NEW FOR 2016-2017



BOARD POLICY X



No organized summer team practices are permitted during the summer time for baseball, basketball, cross country, football, golf, soccer, fast-pitch and slow-pitch softball, swimming, tennis, track and field, volleyball, and wrestling.

DEFINITIONS

Individual Camps-An individual camp is an instructional event for a particular activity, at which instruction is focused on individual skills and techniques rather than organized team play.

Team Camp-A team camp is an instructional event for a particular sport involving team members from at least three schools participating as a team during instruction, scrimmages, and/or games. All school team members must be enrolled at the school for which they participate during the team camp.

BOARD POLICY XLIX



Charter Schools Requesting Membership From and After July 1, 2016

A charter school sponsored by an entity or organization other than a local school district which is seeking a membership from and after July 1, 2016 must submit a written proposal to OSSAA:

- 1-Identifying its sponsoring entity or organization
- 2-Describing a requested geographic area for residence eligibility purposes
- 3-Identifying the OSSAA activities in which students at the school are expected to participate, and stating the classification level proposed for the school in those activities.

The charter school will not be permitted to participate in OSSAA playoff and championship events until OSSAA's Board of Directors has reviewed and approved the requested geographic area for residence eligibility purposes and the classification levels for the OSSAA activities in which the school proposes to participate.

HARDSHIP WAIVER CRITERIA 7



7. Any other circumstance beyond the control of the student and the student's family which creates an unavoidable hardship for that student.

Examples include, but are not limited to instances of bullying or harassment which have been communicated to school personnel, and reasonable efforts by school personnel were made to resolve the issues before the student was compelled to change schools.

SPRING FOOTBALL PRACTICE (RULE 16)



Schools are allowed to conduct spring football practice after their students have completed all OSSAA activities for the spring semester.

Schools will be allowed 21 calendar days to complete their 10 spring practices beginning the first opportunity the school has to practice.

During the 10 days of practice, schools will not be allowed to conduct full-contact ("Thud" or "Live Action") drills on two consecutive days.

Schools will only be allowed six total days where full-contact drills may be conducted.

SOCCER AND OTHER SPORTS (RULE 16)



Soccer-Organized practice shall begin no sooner than December 1.

Organized practice for cross-country, fall baseball, fast-pitch softball, and volleyball may begin no earlier than July 15. Organized practice for indoor track and field and swimming may begin no earlier than October 1. Organized practice for golf, track and field, spring baseball, slow-pitch softball and tennis may begin no earlier than December 1.

From the close of the season in each of the above sports to the start date indicated above for that sport in the following school year, no organized practice in that sport may take place. However, certified school coaching personnel for that sport are permitted to provide instruction in that sport in a physical education class during the regular school day.

INTERMEDIATE APPEALS PANEL



At the conclusion of the hearing before the intermediate appeal panel, the panel members will determine the appeal by majority vote.

If a panel member has been disqualified, or is not able to attend an appeal hearing for any reason, abstains from voting after participating in a hearing, and the vote on an appeal is tied, then the appeal is considered to be denied, and the determination by OSSAA Staff remains in effect.

STAFF CONTACT INFO



ED SHEAKLEY—EXECUTIVE DIRECTOR
DAVID JACKSON—ASSOCIATE EXECUTIVE DIRECTOR (SCHOOLS N-R)
AMY CASSELL—ASSISTANT (SCHOOLS S-Z)
MIKE PLUNKETT—ASSISTANT (ACADEMIC ELIGIBILITY)
MIKE WHALEY—ASSISTANT (SCHOOLS A-F)
DAVID GLOVER—ASSISTANT (SCHOOLS G-M)
TODD GOOLSBY—ASSISTANT (FOREIGN EXCHANGE STUDENTS)

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