

# REQUEST FOR OSSAA HARDSHIP ELIGIBILITY CLARIFICATION

## --Transfer or Residency Waiver

### FOR OFFICE USE

\_\_\_\_\_ Approved

\_\_\_\_\_ Disapproved

\_\_\_\_\_ Criteria

\_\_\_\_\_ Initial

**Must be completed by the voting delegate or principal of receiving school**

Name of Student \_\_\_\_\_ School Attending \_\_\_\_\_

Date of first attendance \_\_\_\_\_ Date enrolled \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

Grade in school for which eligibility is requested. (Circle) 7 8 9 10 11 12

Is applicant a legal student in your district? Yes ☐ No ☐ Tuition Transfer Guardianship Other \_\_\_\_\_

School district in which legal address of student is located \_\_\_\_\_

Residence Address \_\_\_\_\_ Home Telephone \_\_\_\_\_

With whom is student living and relationship to that person? \_\_\_\_\_

Did the student participate in any sport at the last school attended? Yes ☐ No ☐ Student's Height \_\_\_\_\_ Weight \_\_\_\_\_

In which activities does the student participate? \_\_\_\_\_

### List school (s) attended in previous years with corresponding dates:

7 <sup>th</sup> (Year) _____	(School) _____	10 <sup>th</sup> (Year) _____	(School) _____
8 <sup>th</sup> (Year) _____	(School) _____	11 <sup>th</sup> (Year) _____	(School) _____
9 <sup>th</sup> (Year) _____	(School) _____	12 <sup>th</sup> (Year) _____	(School) _____

If eligibility is denied, do you intend to continue attendance at the school requesting eligibility? \_\_\_\_\_

### **Principal or Voting Delegate should initial the following questions prior to sending the request to the OSSAA office.**

1. \_\_\_\_\_ I have reviewed the hardship waiver process with the student and the student's family prior to this waiver being sent to the OSSAA office.
2. \_\_\_\_\_ I have completed and included the *New Student Form* with this request.
3. \_\_\_\_\_ I have contacted the previous school and they have sent the athletic eligibility information form to us and we have included it with this request. (This applies to out-of-state and non-member schools.)
4. \_\_\_\_\_ I have attached all supporting information as is requested to properly render a decision concerning this request.
5. \_\_\_\_\_ This request is based on the criteria # \_\_\_\_\_ (Refer to hardship criteria listed in the Hardship Waiver Manual)
6. \_\_\_\_\_ Signatures of all parties appear on the *Hardship Eligibility Clarification Form* and on the *Student Record Form*.
7. \_\_\_\_\_ I understand that submission of incomplete or inaccurate information submitted on the hardship forms will result in the hardship being denied due to lack of information.
8. \_\_\_\_\_ I understand that submission of incomplete or inaccurate information could cause eligibility to be revoked and could result in the forfeiture of contest(s) in which the student participated and other penalties imposed if deemed necessary.

**Note: Questions not initialed will be viewed as incomplete and may cause hardship to be denied due to lack of information.**

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

Parent(s) or legal guardian's signature \_\_\_\_\_

Case submitted by: \_\_\_\_\_ Title \_\_\_\_\_ Telephone \_\_\_\_\_  
(Voting Delegate or Principal - **PLEASE PRINT**)

PRINCIPAL'S OR VOTING DELEGATE'S SIGNATURE \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ SCHOOL ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_

**SHOULD THIS HARDSHIP WAIVER REQUEST BE DENIED, DUE PROCESS RIGHTS AND PROCEDURES CAN BE FOUND BY REFERRING TO THE *OSSAA ADMINISTRATORS' HANDBOOK* UNDER CONSTITUTION ARTICLE IV SECTION 6.**

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

NAME OF STUDENT (PRINT) \_\_\_\_\_ Grade \_\_\_\_\_ Birth date \_\_\_\_\_ Age \_\_\_\_\_

Student's Current Address \_\_\_\_\_

Last School attended \_\_\_\_\_

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

YES NO

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Will you be 14 years of age and in 7th grade before September 1; will you be 15 years of age and in eighth grade before September 1; will you be 16 years of age and in 9 <sup>th</sup> grade before September 1; will you be 19 years of age before September 1 while you are in high school? (Rule 1) |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Did you fail any classes during the last 18-week grading period? (Rule 3 & 4)   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Are you currently failing any class? (Rule 3)   |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Were you ineligible to participate at any time during the last 18-week grading period? (Rules 3 & 4)  |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Have you done anything to jeopardize your amateur status such as receiving cash or merchandise connected with an athletic activity? (Rule 5)  |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Have you completed all 12 <sup>th</sup> grade requirements for high school graduation? (Rule 6)   |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Have you failed any semesters (received no credit for the semester) since the time you entered the 7th grade? (Rule 7)  |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Since entering 7 <sup>th</sup> grade have you ever home-schooled or had an interruption in consecutive semesters of the educational tract?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Are you now or have you ever repeated any grade since entering the 7th grade? (Rule 7)  |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Do you live with someone now other than whom you lived with last school year? (Rule 8)   |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Do you live with someone other than your parents? (Rule 8)   |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Do you live with only one parent? (Rule 8)   |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Do you live outside this school district? (Rule 8)   |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Is more than one residence owned, rented or maintained by your parents or guardian? (Rule 8)   |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Have you ever attended school outside the district where your parents reside? (Rule 8)   |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. Are there other family members in grades K-12 attending a different school district other than the district you are now attending?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. Have you ever participated at any school outside the district in which both parents had residence? (Rule 8)  |
| <input type="checkbox"/> | <input type="checkbox"/> | 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)  |
| <input type="checkbox"/> | <input type="checkbox"/> | 19. Have you ever been granted athletic eligibility on the basis of an OSSAA hardship waiver? (Rule 20)  |
| <input type="checkbox"/> | <input type="checkbox"/> | 20. Were you on an approved foreign exchange program last year? (Hardship Waiver Manual-X)   |
| <input type="checkbox"/> | <input type="checkbox"/> | 21. Have you participated in a foreign exchange program for more than 365 days? (Hardship Waiver Manual-X)   |
| <input type="checkbox"/> | <input type="checkbox"/> | 22. 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 8)   |

Each of the undersigned also acknowledge and agree that identifying information about the above-mentioned student may be disclosed to OSSAA in connection with any investigation or inquiry concerning the student's eligibility to participate and/or any possible violation of OSSAA rules. OSSAA will undertake reasonable measures to maintain the confidentiality of such identifying information, provided 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)

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PLEASE EXPLAIN ALL "YES" ANSWERS IN THE SPACE BELOW.

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**FOR SCHOOL USE ONLY**

TO BE COMPLETED AND CERTIFIED BY SCHOOL ADMINISTRATION

Each school must have the following information on file:

1. Copy of this eligibility record form. (Send copy to OSSAA office with hardship request.)
2. Physical examination and an annual parent consent form. (Rule 1)
3. Attendance record for current 18-week grading period. (Rule 2)
4. Transcript and any other documentation regarding student's eligibility status.

If the student answers no to all of the above questions, you can be reasonably assured he/she is eligible (residence) to participate at your school. This is only an aid to the administrators concerning new students in your school system and does not automatically guarantee a student is eligible. If the student answers yes to any of the questions, further examination is required to determine eligibility status. NOTE: Any outstanding athlete transferring to your district should not be certified for athletic participation without complete information being obtained from all sources concerning the student's athletic eligibility.

Based on the above questions

(student's name - PRINT \_\_\_\_\_ ☐ is eligible ☐ is not eligible

to participate at (school) \_\_\_\_\_ for the school year 20\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
(School Administrator Name and Title)

\_\_\_\_\_  
(Date)

# OSSAA TRANSFER ATHLETIC ELIGIBILITY INFORMATION FORM

(TO BE COMPLETED BY THE SENDING SCHOOL)

A student who has transferred to your school must have been in good standing at the student's former school for eligibility consideration. This form must be sent to the new student's former school, completed in its entirety, returned to your school, and then maintained by your school with the new student's other records relating to athletic eligibility. The completed form must be submitted with any request for a hardship waiver. **NOTE: A hardship waiver request should NOT be submitted if the new student was not in "good standing" at the time the student left the previous school.** If the new student's former school answers "Yes" to any of the questions 6-13 below, then you should investigate further and consider whether a hardship waiver request for this student is appropriate before a request is submitted to the OSSAA.

Student Name: \_\_\_\_\_ Grade \_\_\_\_\_ Birth Date \_\_\_\_\_ Age \_\_\_\_\_

Present School: \_\_\_\_\_ School phone \_\_\_\_\_

Signature of person requesting form: \_\_\_\_\_

Email address of person requesting form: \_\_\_\_\_

**To be completed by previous school:**

1. School previously attended \_\_\_\_\_ Withdrawal Date \_\_\_\_\_ School phone \_\_\_\_\_

2. Signature of person submitting form \_\_\_\_\_ Title \_\_\_\_\_

Email address of person submitting form: \_\_\_\_\_

3. Did the student participate in interscholastic activities while attending your school? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, list the sport(s) that the student participated in \_\_\_\_\_

4. This student was eligible to participate at our school because the student was (check which applies):

\_\_\_\_\_ a bona fide resident of this school district.

\_\_\_\_\_ approved on a hardship waiver.

\_\_\_\_\_ attended for one year without participation after transfer.

\_\_\_\_\_ other (explain) \_\_\_\_\_

5. Where and with whom did the student live while attending your school: \_\_\_\_\_

If you answer "YES" to any of the following questions, please explain on a separate sheet and attach:

6. Yes \_\_\_\_\_ No \_\_\_\_\_ Was there any conflict or dissatisfaction between this student, or the student's parent or guardian, and a coach or administrator at your school?

7. Yes \_\_\_\_\_ No \_\_\_\_\_ Do you have any reason to believe that this student, or the student's family, were influenced or recruited to change schools for athletic purposes?

8. Yes \_\_\_\_\_ No \_\_\_\_\_ At the time this student left your school, was this student ineligible to participate in interscholastic athletics under the attendance rules of your school?

9. Yes \_\_\_\_\_ No \_\_\_\_\_ At the time this student left your school, was this student ineligible to participate in interscholastic athletics under the scholastic eligibility rules of your school or the OSSAA?

10. Yes \_\_\_\_\_ No \_\_\_\_\_ At the time this student left your school, was this student under suspension or discipline, or under investigation for possible suspension or expulsion, at your school?

11. Yes \_\_\_\_\_ No \_\_\_\_\_ Does this student presently owe any fees or charges to your school?

12. Yes \_\_\_\_\_ No \_\_\_\_\_ Did this student fail to return any books or school equipment that were required to be returned when the student left your school?

13. Yes \_\_\_\_\_ No \_\_\_\_\_ Is there any other reason the above student should NOT be considered for athletic eligibility?

NOTE: A student must be in "good Standing" with the sending school before consideration will be given by the OSSAA for any hardship waiver eligibility.

**This form must be submitted by the receiving school with any request for hardship waiver.**

OKLAHOMA SECONDARY SCHOOL ACTIVITIES ASSOCIATION  
PO BOX 14590 OKLAHOMA CITY, OK 73113  
405-840-1116 ~ www.ossaa.com

**CHANGING SCHOOLS ATHLETIC PARTICIPATION FORM**  
(TO BE COMPLETED FOR 7<sup>TH</sup>, 8<sup>TH</sup>, OR SUB-VARSITY ONLY PARTICIPATION)

This portion is to be filled out by the SENDING SCHOOL.

I \_\_\_\_\_ of \_\_\_\_\_  
Principal School

certify to the best of my knowledge \_\_\_\_\_  
Student's Name

was not recruited in violation of OSSAA Rule 9, and is not changing schools for athletic purposes.

\_\_\_\_\_  
Signature of Principal Date

This portion is to be filled out by the RECEIVING SCHOOL.

Each of the undersigned certify to the best of my knowledge that \_\_\_\_\_  
Student's name

was not recruited in violation of Rule 9, and is not changing schools for athletic purposes. Each of the undersigned also acknowledge and agree that identifying information about the above-mentioned student may be disclosed to OSSAA in connection with any investigation or inquiry concerning the student's eligibility to participate and/or any possible violation of OSSAA rules. OSSAA will undertake reasonable measures to maintain the confidentiality of such identifying information, provided that such information has not otherwise been publicly disclosed in some manner.

\_\_\_\_\_  
Signature of Principal Date

\_\_\_\_\_  
Signature of Parent of Guardian Date

\_\_\_\_\_  
Signature of Student Date

This form shall be retained by the receiving school and become part of the student's permanent records. The Changing Schools/Athletic Participation form allows a student to participate at the sub-varsity and/or junior high level provided the student is in compliance with all other eligibility requirements. This form shall be made available to the OSSAA upon request.

STUDENT'S ELIGIBILITY STATUS

CHECK ONE:

- ☐ STUDENT IS ELIGIBLE FOR 7<sup>TH</sup> GRADE PARTICIPATION
- ☐ STUDENT IS ELIGIBLE FOR 8<sup>TH</sup> GRADE PARTICIPATION
- ☐ STUDENT IS ELIGIBLE FOR SUB-VARSITY FOR A PERIOD OF ONE YEAR
- ☐ STUDENT IS NOT ELIGIBLE FOR VARSITY PARTICIPATION UNTIL IN COMPLIANCE WITH DUAL RESIDENCE REQUIREMENTS

