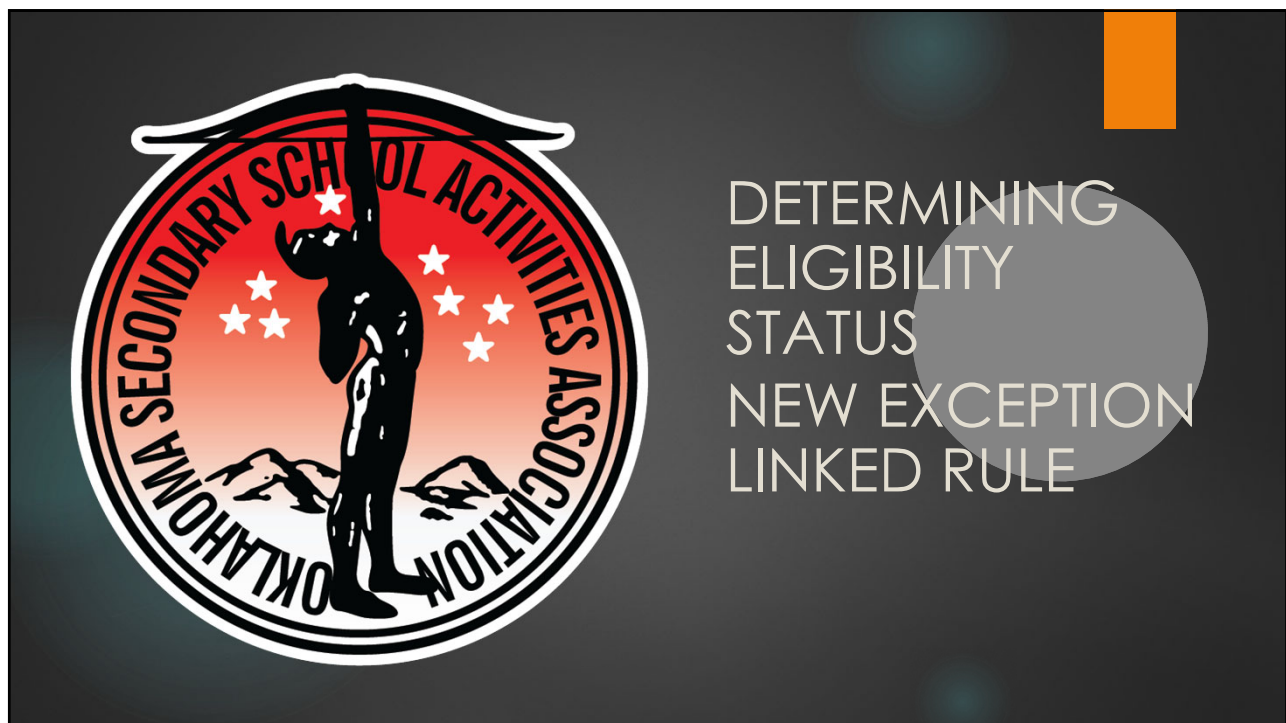




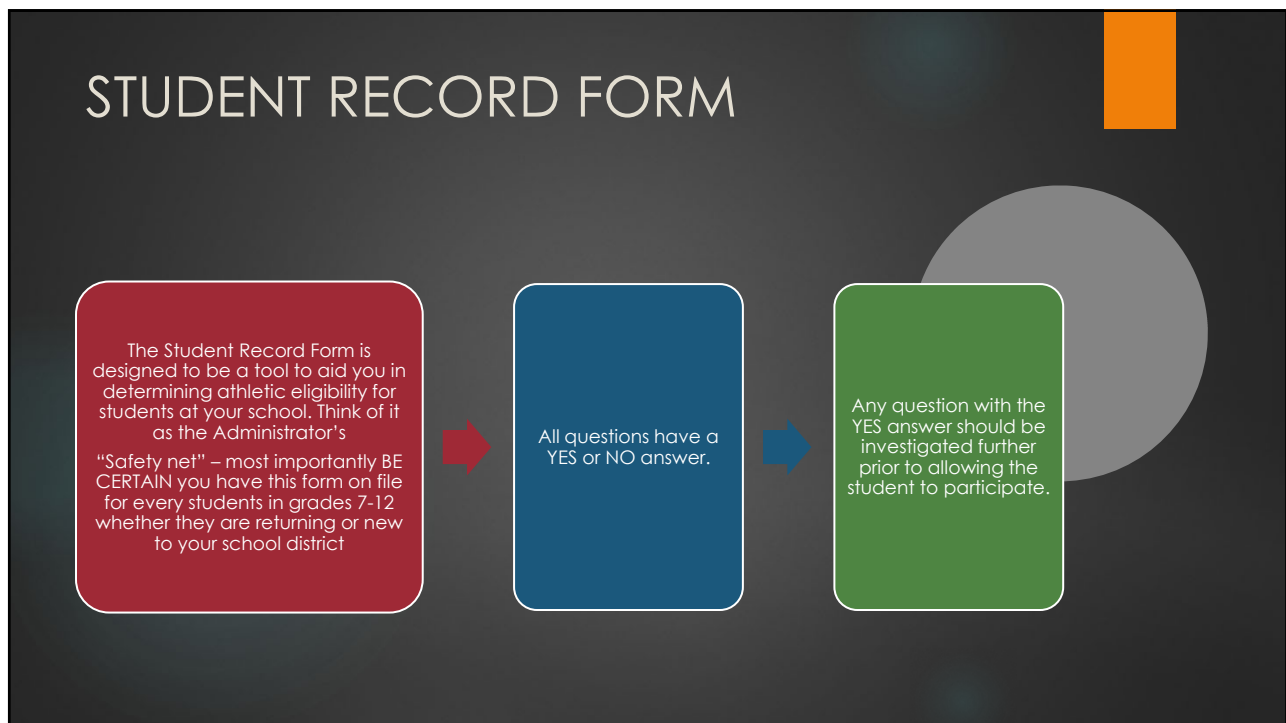
1



2



3



4

5

STUDENT RECORD FORM

(TO BE COMPLETED EACH YEAR GRADES 7-12 BY THE STUDENT AND PARENT WITH A SCHOOL ADMINISTRATOR)

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** ☐

- ☐ 1. If entering 7th grade, will you be 14 before September 1? If entering 8th grade, will you be 15 before September 1? If entering 9th grade, will you be 16 before September 1? If entering 12th grade, will you be 19 before September 1?
- ☐ ☐ 2. Did you fail any classes during the last 18-week grading period? (Rule 3 & 4)
- ☐ ☐ 3. Are you currently failing any class? (Rule 3)
- ☐ ☐ 4. Were you ineligible to participate at any time during the last 18-week grading period? (Rules 3 & 4)
- ☐ ☐ 5. Have you completed all 12th grade requirements for high school graduation? (Rule 6)
- ☐ ☐ 6. Have you failed any semesters (received no credit for the semester) since the time you entered the 7th grade? (Rule 7)
- ☐ ☐ 7. Since entering 7th grade, have you ever home-schooled or had an interruption in consecutive semesters of the educational track?
- ☐ ☐ 8. Are you now or have you ever repeated any grade since entering the 7th grade? (Rule 7)
- ☐ ☐ 9. Do you live with someone now other than whom you lived with last school year? (Rule 8)
- ☐ ☐ 10. Do you live with someone other than your parents? (Rule 8)
- ☐ ☐ 11. Do you live with only one parent? (Rule 8)
- ☐ ☐ 12. Do you live outside this school district? (Rule 8)
- ☐ ☐ 13. Have you participated at more than one school since entering 9th grade?
- ☐ ☐ 14. Have you ever participated at any school outside the district in which both parents had residence? (Rule 8)
- ☐ ☐ 15. Have you ever attended school outside the district where your parents reside? (Rule 8)
- ☐ ☐ 16. Are there other family members in grades K-12 attending a different school district other than the district you are now attending?
- ☐ ☐ 17. Were you or your parents having a conflict with a coach, teacher, or administrator at the time you left your previous school? (Rule 4.8)
- ☐ ☐ 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)
- ☐ ☐ 19. Are you attending a different school than the one you attended last school year?
- ☐ ☐ 20. If changing schools this school year, have you been coached, trained, or taken lessons from any coach at the current school in the past 12-month period? (Rule 24)
- ☐ ☐ 21. If changing schools this school year, have you participated in a camp or clinic in the past 12-month period with any school coaches (at the new school) who were present at the camp or clinic? (Rule 24)
- ☐ ☐ 22. Have you done anything to jeopardize your amateur status such as receiving cash or merchandise connected with an athletic activity? (Rule 5)
- ☐ ☐ 23. Is more than one residence owned, rented, or maintained by your parents or guardian? (Rule 8)
- ☐ ☐ 24. Have you ever been granted eligibility based on a dual residence? (Rule 8)
- ☐ ☐ 25. Have you ever been granted athletic eligibility on the basis of an OSSAA hardship waiver? (Rule 20)
- ☐ ☐ 26. Were you on an approved foreign exchange program last year? (Hardship Waiver Manual-X)
- ☐ ☐ 27. Have you participated in a foreign exchange program for more than 365 days? (Hardship Waiver Manual-X)
- ☐ ☐ 28. Were you suspended, expelled, or under discipline at the previous school attended?

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.

Incorrect information could result in the student's eligibility being revoked. The penalty for use of an ineligible athlete could result in forfeiture of contests and additional penalties.

(Student) _____ (Date) _____ (Parent/Guardian) _____ (Date) _____

6

UPDATED JULY 2024

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

FOR SCHOOL USE ONLY

TO BE COMPLETED AND CERTIFIED BY SCHOOL ADMINISTRATION

Each school must have the following information on file for each student grades 7-12:

1. Copy of Student Record Form.

2. Student's current Physical Exam

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 please print) _____ (Date) _____

(School Administrator email address please print) _____

EXCEPTIONS TO THE RESIDENCE RULE (RULE 8)

WHEN TO FILE A HARDSHIP REQUEST

7

NEW EXCEPTION

STUDENTS ESTABLISH ELIGIBILITY BY PARTICIPATING AT ANY LEVEL AT THE 9TH GRADE LEVEL OR ABOVE.

Participation defined: Rule 7-2-A: student shall be considered to have participated when the student has appeared in uniform at an interscholastic contest, including an interschool scrimmage, regardless of whether the student physically participates during the contest.



8

NEW EXCEPTION: CHANGE OF SCHOOLS AFTER ESTABLISHING AT THE DISTRICT OF RESIDENCE (TRANSFER)

WHEN A STUDENT CHANGES SCHOOLS AFTER ESTABLISHING ELIGIBILITY AN EXCEPTION CAN BE REQUESTED PROVIDED:

- a. The student has not changed schools since entering the 9th grade while residing in the same residence and established eligibility by participating at any level;
- b. The student continues to reside with the parent and or guardian;
- c. The new school can provide documentation that the student was either approved for enrollment at the receiving (new) school or placed on a waiting list at the receiving (new) school on or before July 15.

9

IF ALL OF THIS IS TRUE FOR A TRANSFER STUDENT

- a. The student has not changed schools since entering the 9th grade while residing in the same residence and established eligibility by participating at any level;
- b. The student continues to reside with the parent and or guardian;
- c. The new school can provide documentation that the student was either approved for enrollment at the receiving (new) school or placed on a waiting list at the receiving (new) school on or before July 15.

A hardship request can be submitted by the receiving (new) school. All forms must be included, and documentation must be provided to demonstrate the student was accepted for a transfer no later than July 15; OR the student was placed on a waiting list no later than July 15.

10

STUDENTS TRANSFERRING AND PLACED ON A WAITING LIST

When a student is placed on a waiting list and later is notified of the transfer approval, once the student is legally enrolled in the school the application for the exception can be submitted.

When a student is notified of the transfer being approved and subsequently decides not to transfer at that time, the student will not be considered for an exception to Rule 8 at a later time during the same school year.

When a student is notified of the transfer being approved and the student has already participated in an activity during the current school year at the former school, the student will not be permitted to participate in the same activity at another school.

11

NEW EXCEPTION: CHANGE OF SCHOOLS AFTER ESTABLISHING AWAY FROM THE DISTRICT OF RESIDENCE (NO LONGER A TRANSFER)

WHEN A STUDENT CHANGES SCHOOLS AFTER ESTABLISHING ELIGIBILITY AN EXCEPTION CAN BE REQUESTED PROVIDED:

- a. The student has not changed schools since entering the 9th grade while residing in the same residence and established eligibility by participating at any level;
- b. The student continues to reside with the parent and or guardian;
- c. The new school can provide documentation that the student was approved for enrollment at the receiving (new) school before July 15.

12

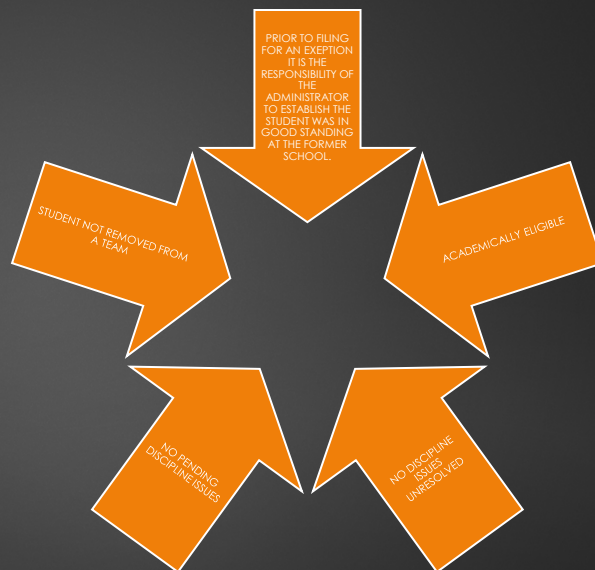
IF ALL OF THIS IS TRUE FOR A RESIDENT STUDENT

- a. The student has not changed schools since entering the 9th grade while residing in the same residence and established eligibility by participating at any level;
- b. The student continues to reside with the parent and or guardian;
- c. The new school can provide documentation that the student was either approved for enrollment at the receiving (new) school or placed on a waiting list at the receiving (new) school on or before July 15.

A hardship request can be submitted by the receiving (new) school. All forms must be included, and documentation must be provided to demonstrate the student was accepted to enroll in the district of residence no later than July 15.

13

STUDENT
MUST BE IN
GOOD
STANDING



14

PRIOR TO SUBMITTING FOR AN EXCEPTION

CHECK THE ANSWERS TO THESE QUESTIONS:

If changing schools this school year, have you been coached, trained, or taken lessons from any coach at the current school in the past 12-month period? (Rule 24)

If changing schools this school year, have you participated in a camp or clinic in the past 12-month period with any school coaches (at the new school) who were present at the camp or clinic? (Rule 24)

15

LINKED

ADMINISTRATOR TO MAKE SURE THE STUDENT IS NOT LINKED TO A COACH AT THE RECEIVING SCHOOL.

A STUDENT IS CONSIDERED LINKED TO A COACH IF:

THE STUDENT IS NEW TO THE SCHOOL AND THE STUDENT WAS COACHED OR TRAINED BY A COACH AT THE RECEIVING SCHOOL WITHIN THE PAST 12-MONTH PERIOD

THE STUDENT IS NEW TO THE SCHOOL AND PARTICIPATED IN A CAMP, CLINIC OR ON A TEAM WITH A COACH WHO IS EMPLOYED AS A COACH AT THE RECEIVING SCHOOL.

AN EXCEPTION SHOULD **NOT** BE FILED FOR STUDENTS WHO ARE LINKED (RULE 24) UNLESS AND UNTIL DOCUMENTATION CAN BE PROVIDED TO PROVE THE STUDENT SHOULD NOT BE CONSIDERED TO BE LINKED TO A COACH.

FAMILIES MAKING A BONA-FIDE MOVE ARE STILL SUBJECT TO THE LINK RULE (RULE 24)

16

SEQUENCE IS VERY IMPORTANT

IF THERE IS CONNECTION BETWEEN STUDENT AND ANY ONE ON THE COACHING STAFF OF ANY ACTIVITY THE SCHOOL SHOULD:

PROVIDE DOCUMENTATION THE COACH DOES NOT COACH ANY ACTIVITY IN WHICH THE STUDENT PARTICIPATES.

PROVIDE DOCUMENTATION THE STUDENT WAS APPROVED ON A TRANSFER OR CONFIRMED TO BE ALLOWED TO ENROLL IN THE DISTRICT OF RESIDENCE PRIOR TO ANY COACHES BEING EMPLOYED BY THE SCHOOL.

ANY STUDENT DETERMINED TO BE LINKED IN ANY WAY WILL NEED DOCUMENTATION DEMONSTRATING THE TIMELINE OF THE COACH BEING HIRED AND THE STUDENT'S COMMITMENT TO ATTEND THE SCHOOL.

17

REQUIRED PROTOCOL FOR FILING FOR AN EXCEPTION

WHEN SCHOOL ADMINISTRATION HAS DETERMINED A STUDENT NEW TO THE SCHOOL MEETS THE TENANTS FOR AN EXCEPTION TO THE ELIGIBILITY RULES A REQUEST MAY BE FILED WITH THE OSSAA.

COMPLETE ALL REQUIRED FORMS:
HARDSHIP APPLICATION FORM
STUDENT RECORD FORM
SENDING SCHOOL FORM
CHANGING SCHOOLS FORM
REQUIRED DOCUMENTATION

18

REQUESTS FOR A WAIVER TO RULE

AFTER ALL THE FORMS AND REQUIRED DOCUMENTATION HAVE BEEN SUBMITTED TO THE OSSAA FOR PROCESSING, IT MAY TAKE UP TO 15 DAYS TO RECEIVE A RESPONSE.

NOTIFICATION OF THE DECISION WILL BE MADE THROUGH A LETTER ADDRESSED TO THE SCHOOL ADMINISTRATOR SUBMITTING THE REQUEST.

ANY ADDITIONAL QUESTIONS AFTER SUBMITTING THE REQUEST SHOULD BE DIRECTED TO THE OSSAA THROUGH THE SCHOOL ADMINISTRATOR.

PLEASE INFORM THE PARENT/GUARDIAN OF THE PROCESS, MAKING THEM SPECIFICALLY AWARE. ALL COMMUNICATION WILL BE BETWEEN THE SCHOOL ADMINISTRATOR AND THE OSSAA STAFF.

19

OTHER EXCEPTIONS

AT TIMES STUDENTS ARE COMPELLED TO CHANGE SCHOOLS EVEN AFTER ATTENDING AND PARTICIPATING AT MORE THAN ONE SCHOOL.

THESE EXCEPTIONS WILL BE RARE AND COMPLETE AND DETAILED DOCUMENTATION MUST BE SUBMITTED TO DEMONSTRATE WHY THE CHANGE OF SCHOOLS WAS COMPELLED.

20

APPEALING STAFF DECISIONS - INTERMEDIATE APPEALS PANEL

Should the Staff deny a request for an exception to the eligibility rules, the request may be appealed.

The Intermediate Appeals Panel is a group of elected panel 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.

The Panel will generally meet one week prior to each meeting of the Board of Directors. There is no cost to appeal to the Panel. All appeals must be scheduled no later than 4 p.m. on the Friday prior to the Appeals Panel Meeting, meeting dates can be found in the OSSAA two-year planner, or on the OSSAA website.

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APPEALS TO OSSAA BOARD OF DIRECTORS



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.



Meeting dates are posted on the OSSAA website (OSSAA.com) and indicated in the OSSAA two-year planner.

22



SUB-VARSITY PARTICIPATION

23

STUDENTS LIMITED TO SUB-VARSITY PARTICIPATION

- ▶ STUDENTS WHO HAVE BEEN DETERMINED TO BE LINKED ARE LIMITED TO SUB-VARSITY PARTICIPATION FOR A PERIOD OF ONE YEAR.
- ▶ STUDENTS IN 8TH GRADE AND BELOW ARE NOT CONSIDERED TO BE LINKED, HOWEVER RULE 9 WILL STILL BE CONSIDERED. (RECRUITING RULE)
- ▶ A STUDENT WHO HAS BEEN DEEMED INELIGIBLE FOR VARSITY PARTICIPATION IS NOT PERMITTED TO PARTICIPATE WITH OR AGAINST ANY OTHER STUDENTS IN A VARSITY LEVEL CONTEST.
- ▶ **SIT OUT FOR VARSITY PARTICIPATION IS ONE YEAR FROM THE DATE OF FIRST ATTENDANCE.**

24

COMPLYING WITH DUAL RESIDENCE REQUIREMENTS



- ▶ The family must agree that no family member will return to the former residence for an overnight stay.
- ▶ The former residence may not be rented or leased long term to another family member.
- ▶ It may be closed and left unoccupied, put on the market for sale, sold or leased to a non-family member.
- ▶ Effect of Dual or Multiple Residences on Eligibility
 - ▶ A student whose parents (or custodial parent or court-appointed guardian with legal custody of the student) maintain two or more residences in circumvention of the requirements of this Rule shall only be eligible to participate at a sub-varsity level; the student shall not be permitted to participate in varsity level athletics until dual residence requirements have been met.
 - ▶ Should a subsequent move back occur to the former residence after eligibility has been established in compliance with dual residency requirements, the student will be limited to sub-varsity participation for a period of one year.
- ▶ **THE LINKED RULE IS IN PLACE EVEN FOR STUDENTS ATTENDING THE DISTRICT OF RESIDENCE.**

25

CHECK LIST FOR DUAL RESIDENCY

OKLAHOMA SECONDARY SCHOOL ACTIVITIES ASSOCIATION
7300 BROADWAY EXTENSION - OKLAHOMA CITY, OK 73116
PHONE: 405-840-1116 FAX: 405-840-9559



Dual Residency Compliance Protocol

NAME OF RECEIVING SCHOOL: _____

The following documentation is required for all requests seeking approval for varsity participation for dual residence eligibility.

- ☐ Student Record Form;
- ☐ OSSAA Transfer Athletic eligibility Information Form (Sending School form)
- ☐ Affirmation of Compliance after a Change in Residence and School;
- ☐ Changing Schools Form;
- ☐ A statement from the family explaining the current situation with the residence in the former district, including copies of lease agreements or contracts if applicable; (for sale, being leased/rented to a non-family member, etc.);
- ☐ A statement from the family that the former residence is not being rented, leased or occupied by a family member;
- ☐ A statement from the family indicating they understand eligibility is granted based on the new residence and no family member will return to the former residence;
- ☐ Pictures of each room (labeled) of the former residence verifying the residence has been completely emptied of all belongings;
- ☐ A statement from the school administrator verifying the family is a resident of their school district.
- ☐ Copy of any lease agreements, contracts for new residence.
- ☐ Copy of any lease agreements, contract for former residence.

A request for approval for varsity participation is being submitted to the OSSAA. I verify all documentation is accurate and included in this request.

Signature of Receiving School Administrator _____

Date _____

Email address _____

Phone _____



26

REQUIRED SIT OUT AFTER THE FIRST DAY OF SCHOOL

A student entering grades 7-12 who 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. The sit out period will begin on the first day the student attends the full school day of classes.

27

ELIGIBILITY BY SCHOOL

SCHOOLS BEGINNING IN LETTERS A-G: BRIAN LESTER

blester@ossaa.com

SCHOOLS BEGINNING IN LETTERS H-N: MIKE CLARK mclark@ossaa.com

SCHOOLS BEGINNING LETTERS O-Z (INCLUDING ALL OKC AND TULSA):

AMY CASSELL acassell@ossaa.com

Other contacts:

GRANT GOWER ggower@ossaa.com

WES RUTH wruth@ossaa.com

TRINITY JOHNSON tjohnson@ossaa.com



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OKLAHOMA SECONDARY
SCHOOL ACTIVITIES
ASSOCIATION

*SPORTSMANSHIP IS EVERYONE'S
RESPONSIBILITY...*

DO THE RIGHT THING!

