



## OKLAHOMA SECONDARY SCHOOL ACTIVITIES ASSOCIATION

DAVID JACKSON, EXECUTIVE DIRECTOR

TRINITY JOHNSON, ASSOCIATE DIRECTOR

Assistants : Grant Gower - Mike Clark - Alex Claussen - Brian Lester - Wes Ruth - Lenny Hatchett



### A SCHOOL'S GUIDE FOR SUBMITTING A HARDSHIP WAIVER

- 1) Meet with student and student's family to discuss waiver process and criteria
  - a) Criteria 1 - One time change of schools
  - b) Criteria 2 - A circumstance that compelled a change of schools
  - c) Overage or Additional Semesters

\*Details of the criteria can be found in the Hardship Waiver Manual found on the eligibility tab of our website, OSSAA.com\*

#### **CRITERIA 1 PROCESS**

- 1) Gather Documentation
  - a) Transfer Students
    - i) **Screenshot of the OSDE portal showing the student submitted a transfer request on or before July 15th (a document with a date handwritten will not be accepted) example on page 2**
    - ii) Sending School Form
  - b) Return to District of Residence
    - i) Copy of Student's Enrollment Form
      - (1) Must be dated on or before July 15th
    - ii) Sending School Form
- 2) Fill out Online Hardship Application
  - a) Answer all questions
    - i) Incomplete Applications will result in the waiver being denied
  - b) Submit all Documentation
    - i) Missing Documentation will result in the waiver being denied

#### **CRITERIA 2 PROCESS**

- 1) Gather all documentation needed to show the circumstances that compelled the student to change schools
- 2) Fill out Online Hardship Application
  - a) Answer all questions
    - i) Incomplete Applications will result in the waiver being denied
  - b) Submit all Documentation
    - i) Missing Documentation will result in the waiver not being processed

#### **OVERAGE OR ADDITIONAL SEMESTERS PROCESS**

- 1) Gather all documentation needed
- 2) Fill out Online Hardship Application
  - a) Answer all questions
    - i) Incomplete Applications will result in the waiver being denied
  - b) Submit all Documentation
    - i) Missing Documentation will result in the waiver being denied

**\*\*In all cases, allow 15 days AFTER all hardship waiver information has been received\*\***



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https://sdeweb01.sde.ok.gov/StudentTransfer/home/manage

Due to the current status of this transfer request, data modification is restricted. The following fields are currently editable: Transfer Status, Notifications

### Edit (Restricted) Transfer [REDACTED]

\* - Required Information

#### Transfer Information

Transfer Type:	School Year:	Application Date:	Transfer Status: (click to change)
Open	2024-2025	06/01/2024 03:28:56 PM	Enrolled

#### Receiving District

\* Receiving District: [REDACTED] School:

#### Sending District

\* Sending District: [REDACTED] School:

#### Student Info

STN:	First Name:	Middle Name:	Last Name:
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Birth Date:	Grade:	IEP:	
08/09/2006	12	<input type="button" value="Yes"/> <input checked="" type="button" value="No"/>	

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