

# O.S.S.A.A.

## HARDSHIP WAIVER MANUAL

Waiver/Foreign Student Information  
Forms and Applications



2009-10



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To: Appropriate Personnel of All Member Schools

The OSSAA Staff developed this ***OSSAA Hardship Waiver Manual*** with input from our law firm and approval from our Board of Directors. This tool will allow everyone to better determine exactly what the eligibility status of a student is or should be.

This document clearly defines the criteria that will be considered for a waiver and establishes minimum documentation requirements be met before the request will be considered. The only hardship waiver requests that will be considered by OSSAA will be ones that meet at least one of the criteria in the manual. Changes have been made that will allow eligibility in some circumstances for student's participation at levels less than high school varsity. These circumstances are underlined and explained in this manual.

Placing all waiver information together will make the decision easier when trying to determine a student's eligibility status. It should also allow the parents a concise step-by-step process if they wish to pursue a rule waiver.

Our system of helping students in situations that are beyond their control is a very good one and should certainly be maintained, but if the transfers, moves, divorces, etc. are only for athletic purposes and are occurring to circumvent the rules, they must be stopped.

Also included in this manual are forms to enable compliance with the rules governing foreign exchange/international students, over-age students, Changing Schools/Athletic Participation, 5<sup>th</sup> year students and additional circumstances that require OSSAA approval for eligibility.

Each staff member is assigned specific schools to work with regarding hardship waiver requests. General eligibility questions may be addressed to any of the staff, but questions involving a specific request must be directed to the staff member assigned to your school.

Ron Etheridge: Schools A through F (Includes all Edmond Schools)

David Jackson: Schools G through O (Includes all OKC, , Norman and Lawton)

Amy Cassell: Schools P through Z (Includes all Putnam City Schools Tulsa Public Schools)

Please note the new board approved changes made in the hardship criteria, which is underlined.

Sincerely,

Ed Sheakley  
Executive Secretary

**2009-10 OSSAA HARDSHIP WAIVER MANUAL**

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## HARDSHIP WAIVER AND OTHER EXCEPTIONS

### I. GENERAL ELIGIBILITY REQUIREMENTS

To be eligible to participate at an OSSAA member school in athletic events a student must:

- A. Be enrolled in a secondary school grade level at a member school in courses, activities, or alternative programs in which credits are being earned, and appropriate academic progress is being made, toward graduation consistent with the requirements of the school and the State Department of Education.
- B. Have on file with the school an **OSSAA New Student Form** completed at the time the student first enrolled or reached a grade level at which the student is eligible to participate.
- C. Undergo an annual physical examination and have on file with the school a signed physical examination certificate or form as set forth by OSSAA Rule 1.
- D. Have on file with the school a signed parental consent form as set forth in Rule 1.
- E. Comply with the minimum school attendance requirements as set forth in Rule 2.
- F. Comply with the minimum academic performance requirements as set forth in Rule 3.
- G. Comply with the standards for student conduct as set forth in Rule 4.
- H. Comply with the standards for maintaining amateur status as set forth in Rule 5.
- I. Comply with the Age Rule as set forth in Rule 1.
- J. Comply with the period of participation limits as set forth in Rule 7.
- K. Comply with all applicable laws and the Rules and Policies of the Association concerning participation, sportsmanship and conduct in connection with interscholastic athletics.

### II. GUIDELINES

If a student meets the following guidelines you can be reasonably assured he/she is eligible to participate at your school (see Record Form for New Students).

- A. Will not be 19 years of age before September 1 for high school students and 9th grade students will not be 16 years old before September 1, 8<sup>th</sup> grade students will not be 15 and 7<sup>th</sup> grade students will not be 14 years old before September 1.
- B. Has not attended school eight or more semesters since the time he/she entered the 9th grade (15 days membership counts as one semester).
- C. Attended your school the previous year.
- D. Lives with both mother and father in your school district.
- E. Passed five credits the previous semester that count toward graduation. (See Exceptions for Block and Trimester)
- F. Is currently (within the semester) passing all classes (see exceptions for seniors).
- G. Is currently maintaining the ninety percent (90%) attendance record.
- H. Answers no to all questions on *New Student Form*.

### III. IMPACT OF TRANSFER OR CHANGING SCHOOLS AFTER ELIGIBILITY IS ESTABLISHED

A student who was previously enrolled and participated in interscholastic athletics at a different school while living in the home district or who resides outside of the public school district or other geographic area designated for the member school is ineligible to participate during the student's first full year of attendance unless the student has obtained a waiver to allow for participation or meets other criteria for immediate eligibility as provided further in the OSSAA Rules.

If a student falls under one of the following categories you should check further into his/her eligibility:

- A. Did not attend your school last year.
- B. Is living with someone other than who they lived with last year. (Even if new person is a natural parent)
- C. Parents (or custodial parent or guardian) are not legal residents of your district.
- D. Attending your school on a transfer from another school.
- E. Does not have an official transcript from the school last attended.
- F. Entered your school after the semester had officially begun (check on the Attendance Rule 2).
- G. Another residence is being maintained in a separate school district or designated geographic area.
- H. Comes from a school where he/she was ineligible to participate.
- I. Answers yes to question(s) on the *New Student Form*.

#### IV. APPLICATION FOR EXCEPTION FROM INELIGIBILITY DUE TO UNAVOIDABLE HARDSHIP OR OTHER CIRCUMSTANCES

As a part of the overall effort to preserve equitable participation opportunities, prevent the recruitment of students based on athletic skill or experience, protect students from exploitation, and discourage overemphasis on athletics to the detriment of other important educational programs, the Oklahoma Secondary School Activities Association (OSSAA) has established certain rules governing eligibility. The OSSAA rules generally provide that a student who participates in interscholastic athletics at one secondary school and then transfers to a member school is ineligible for a full school year at the new school. The rules also limit the number of years of participation and provide for age limits for the participant. The OSSAA recognizes however, that some students are compelled to transfer schools by hardships beyond the control of the student or the student's parents or guardian. The OSSAA also recognizes that some students are prevented from completing grades at the expected age due to injury, illness or other circumstance beyond their control. The OSSAA therefore provides for the granting of exceptions that would allow a student who would otherwise be ineligible to participate without delay if the student can be shown to meet certain criteria.

In some instances, imposing a period of ineligibility would not serve the purposes for which the general rule was created. A foreign student enrolling in a member school under a recognized international student exchange program generally will be attending the school only for one year, so allowing participation for that period would be consistent with the educational objectives of OSSAA's member schools and the exchange programs. Seventh and eighth grade athletic participation generally is more limited than participation in grades 9-12. Transfers during the seventh and eighth grade years thus appear less likely to create competitive inequities or raise concern about exploitation for athletic purposes, and allowing immediate participation following a transfer would appear less likely to interfere with academic progress. In addition, there may be instances in which non-varsity participation opportunities are available at the school receiving the transfer student, and allowing non-varsity participation similarly would not raise a threat of competitive inequities or exploitation. Exceptions allowing participation therefore may also be recognized in these circumstances, provided there is no evidence that the student was influenced to transfer schools for athletic purposes.

By submitting an application for exception or waiver, the school and the student on whose behalf the application is submitted, and the parents, current custodial parent, or court appointed guardian with legal custody of the student, acknowledge and agree that the application shall be reviewed and evaluated by the OSSAA's Executive Secretary and staff, that the Executive Secretary or staff designee is authorized to conduct any further investigation or to request any supplementation of the application or supporting materials deemed necessary to the evaluation of the application, that the application shall be evaluated using the criteria set forth in this manual, and that the determination of the Executive Secretary shall be transmitted, in writing, to the principal or administrative head of the school submitting the application.

Enclosed are the OSSAA forms for applying for an exception or waiver. Before completing this application, the person or persons completing the form must identify the criteria that would support granting a waiver. Documentation demonstrating how or why the student's circumstances fall within those criteria must be gathered and submitted with the application.

#### V. INSTRUCTIONS FOR FILING HARDSHIP EXCEPTION FORMS

- A. Make certain you have current forms and destroy all other hardship forms.
- B. Duplicate the current blank forms as needed.
- C. Complete the *Hardship Eligibility Clarification Request Form* and the *Eligibility Record Form for New or Non-Resident Students* in the student's presence, and preferable in the presence of the student's parents, or custodial parent or court-appointed guardian with legal custody of the student, so that the information provided is correct.
- D. Determine if the student meets any of the hardship criteria before submitting the request.
- E. For a student who is changing or has changed schools:
  1. **Wait** until the student is a legal student enrolled in your school before applying.
  2. The *Eligibility Record Form for New or Non-Resident Students* shall be completed upon enrollment;
  3. Contact the school last attended and send that school the *Transfer Athletic Eligibility Information Form* to be completed and returned on the student;

4. The Request for Hardship Eligibility Clarification must be accompanied by the *Eligibility Record form for New or Non-Resident Students* and the *Transfer Athletic Eligibility Information Form*, together with copies of all material relied upon in support of the request, including DHS or court orders, or the request will not be considered.
- F. Allow at least a 15-day period for a decision on the request.

## VI. HARDSHIP EXCEPTION OR WAIVER CONSIDERATION CRITERIA

- A. Before submitting a Hardship Eligibility Clarification Request Form, the submitting school shall consider and determine whether the transfer to, or decision to remain at, the submitting school was the result of any of the following occurrences or factors beyond the control of the student. The Request should indicate which of the following criteria are believed to be applicable. A description of the type of documentation and information that must be submitted in support of a request based on those criteria follows each of the stated criteria.

1. A legitimate need to care for seriously ill or infirm relatives.

Documentation must be submitted identifying the relative involved, verifying the medical condition of the relative, describing what type of care must be rendered, and demonstrating that the student in question is the only person available to provide assistance.

2. An unstable home environment in which the physical and/or emotional health of the student is at serious risk.

Documentation must be submitted describing the student's situation, prepared and verified by a health or law enforcement professionally familiar with the student's home environment. Broad and vague claims of potential threats are not sufficient. The request must further state the address of the home in question, identify the principal residents at the address, and state the address of the home or residence facility in which the student currently is or will be residing, and identify the principal residents or supervisor at that location.

3. A substantial negative change in the financial condition of the parents, or custodial parent or court-appointed guardian with legal custody of the student.

Documentation must be submitted verifying the current financial condition and describing how and when a change in financial condition occurred. If, for example, the change in financial condition is due to a change in jobs with a substantial decrease in compensation, documentation should be submitted verifying prior compensation, employer, and last date of employment at that compensation level, along with documentation verifying current compensation, employer and beginning date of current employment.

4. Remaining in a school district where the student is established.

Documentation must be submitted with the Request explaining why a change of school districts would not be in the best interest of the student. If the student is no longer residing with the student's parents, or custodial parent or court-appointed guardian with legal custody of the student, then the Request must include documentation stating where and with whom the student is residing, identifying whether the student's current residence is owned, leased, or rented by the school or anyone associated with the school, and explaining how the student is being transported to and from school and school activities.

Note: If the student is: (a) residing with a school coach or other school personnel, or with someone associated with the school's athletic programs, or (b) the student's residence is owned or paid for by the school or someone associated with the school's athletic programs, or (c) the student is dependent on someone associated with the school's athletic programs for transportation to and from school, then the student may be deemed to have been induced to remain at the school in violation of OSSAA Rule 9 resulting in a loss of eligibility and other potential penalties to the school.

5. Placement in a different residence by order of court or a supervising government agency.

A certified copy of the order of the court or supervising government agency directing the removal of the student from the home in question and placing the student in another home or residence facility must be submitted. If the order does not identify the address of the home from which the student was removed, the address of the home or other facility in which the student has been placed, and the names, addresses and telephone numbers of any attorneys involved in the placement, then that information should be supplied in the application or other supporting documentation. A divorce decree, or a separation or temporary custody order, or an order establishing a guardianship, which grants custody to a parent or other person who has moved to or is living in a different residence, will not be sufficient, unless the decree or order includes an express finding by the court or agency that the student's health or safety would be at risk if the student remained in the prior residence, or that placement in a different residence and transfer of schools is necessary in the student's best interests.

6. A professional staff member's recommendation that the student who is undergoing chemical abuse rehabilitation transfer to another school because a program necessary to the student's health or rehabilitation is not available at the student's current school.

Documentation verifying the recommendation, describing the basis of the recommendation, and identifying the professional staff member who made the recommendation must be submitted.

7. A sincere desire to continue a course of study, program, or activity in which the student was already actively involved which is not available at any school in the district or area in which the parents, or custodial parent or court-appointed guardian with legal custody of the student have established a bona fide residence, or which is no longer available at the student's previous school.

Documentation must be submitted describing the course of study, program, or activity that would be or has become unavailable, verifying the extent of the student's prior participation in that course of study, program, or activity, and confirming the unavailability of that course of study, program, or activity.

8. An annexation, redistricting, or school closing affecting that student.

Documentation must be submitted identifying the school previously attended, describing the annexation, redistricting, or school closing at issue, and verifying how the student was affected.

9. Any other circumstance beyond the control of the student which creates an unavoidable hardship for that student.

Documentation verifying the relevant facts and explaining the impact upon the student in question must be submitted. Consideration will be given only if special circumstances beyond the control of the student create an unavoidable hardship. Exceptions will be a rarity.

- B. The Request submitted must describe which of the above criteria apply to the student, explain why those criteria are applicable, and identify material or information submitted in support for applying those criteria. If more than one of the above-referenced criteria are applicable, then the Request should list all of the applicable criteria and all supporting documentation required to support those criteria should be submitted.

A hardship request should NOT be submitted if the *Transfer Athletic Eligibility Information Form* received from the student's former school, or any other reliable information, indicates that:

1. the student was barred from participating or otherwise was ineligible at the time of departure from the prior school, in which case the ineligibility issue at the prior school must be resolved before a request is submitted; if there is a question about whether the student was ineligible at the prior school, then the student's current school may contact the OSSAA;
2. the student was encouraged to transfer in violation of OSSAA Rule 9, in which case the current school must investigate further and be able to provide a written report concerning its investigation when and if a hardship request is submitted;

3. the student transferred due to discontentment with coaches or other personnel at the school at which eligibility was already established;
  4. the student or a parent, or custodial parent or court appointed guardian with legal custody of the student, has knowingly given an incorrect residence address or any other incorrect information that would be relevant to a determination of the request.
- C. **If a request is submitted without the records or materials necessary to evaluate whether the identified criteria are met, then the request will be rejected without further review.** If a request is submitted with supporting documentation for some, but not all of the criteria that the applicant is attempting to meet, then the application will only be considered on the criteria for which supporting documentation has been submitted.
- D. Hardship waiver requests based solely on a student's parents separating or divorcing will not be considered or approved. When parents separate or divorce, the eligibility of the student will be at the school where the student was attending prior to the separation or divorce. A hardship waiver request may be considered if other criteria referenced above are met.

Exceptions due to hardship also will not be considered or approved in the following circumstances:

1. Simple change in guardianship.
2. Discontentment with school in which the student's eligibility has been established.
3. Changing schools to take a course or participate in an activity not offered at the previous school, unless the transfer is necessary for the student to continue a course of study or activity that was discontinued at the previous school.
4. Reinstatement of eligibility of a student after an incorrect address or any other incorrect information was provided in connection with a request.
5. More than one residence is being maintained in circumvention of eligibility rules.

## VII. EXCEPTIONS FOR OVER-AGED STUDENTS

### A. Criteria that may be considered if a student's age will not be within the age limits

1. If a student was not allowed to begin kindergarten or 1st grade at the prescribed age due to readiness testing by the school, physical or mental handicap, or language usage or because of being a transitional student (1st grade).  
If the application is based upon not beginning kindergarten or 1<sup>st</sup> grade until a later age, documentation (school testing, doctor statements, transcripts, etc.) explaining why the student was not allowed to begin in those grades at the earlier age must accompany the application.
2. If substantial evidence shows that a student was required to repeat a grade due to a school's failure to provide special education classes, or the school's failure to properly place the student in special education classes.  
If the application is based upon such a failure by a school, documentation (school testing, administrator/counselor statement that the student has an IEP, transcripts, etc.) showing the reasons for repeating the grade and the unmet special education needs of the student must accompany the application.
3. If a non-English speaking student were placed in a lower grade than their age would dictate when first enrolling in a new school.  
If the application is based upon the student being non-English speaking, documentation from school officials as to the language barriers must accompany the application.
4. If injury, illness, or circumstances beyond the control of a student prevented the student from making normal academic progress.  
If the application is based upon illness or injury, documentation of injury or illness (doctor's statement, medical records, school testing, etc.) must accompany the application.

**B. Factors That Will Not Permit Exceptions for Over-Age Participation**

1. If a high school student has participated in a sport for six seasons since entering the seventh grade, or a junior high or middle school student has already participated for 3 years in a school offering instruction only through the 9<sup>th</sup> grade or for 2 years in a school offering instruction only through the 8<sup>th</sup> grade.
2. If a high school student repeated any grade after entering the ninth grade except as provided in items 2, 3, and 4 listed in the above criteria.
3. If the student's size and development is such that he/she could be an obvious danger to other participants.
4. A high school student will not be eligible after reaching his or her 20<sup>th</sup> birthday. A junior high or middle school student will not be eligible on the junior high or middle school team after reaching the age of 17.

**VIII. EXCEPTIONS FOR ADDITIONAL YEAR OF HIGH SCHOOL OR JUNIOR HIGH/MIDDLE SCHOOL****A. Criteria That May Be Considered to Permit Additional Periods of Participation**

A student is limited to no more than six seasons of participation in any one sport during grades 7-12, with no more than two seasons of participation in one sport at a school providing instruction only through the eighth grade and no more than three seasons of participation in one sport at a school providing instruction only through the ninth grade. A student may not be permitted an additional season of participation simply because the student did not participate at one of these grade levels. An exception may be allowed when the student was prevented from completing academic work necessary to advance to the next grade level. An injury or illness that merely prevented athletic participation, but did not prevent the student from completing academic work, would not be sufficient to allow an exception.

Applications for this exception must be accompanied by documentation detailing the circumstances that prevented the student from advancing academically, such as medical records, doctor's reports, counselor's reports, and documentation detailing the student's academic progress and athletic participation to date, including school transcript and schedules.

**B. Factors That Will Not Permit Additional Season of Participation**

1. If a student repeated a grade (9-12) after making average or above grades.
2. If a student participated in athletic competition during the school year he/she repeated a grade.
3. If any student has participated in an interscholastic sport during four different high school academic years.

REQUEST FORMS THAT DO NOT HAVE ALL INFORMATION REQUIRED WILL BE DENIED DUE TO LACK OF INFORMATION!

The due process and procedures regarding investigations, hearings and appeals are detailed in the *OSSAA Administrators' Handbook – Constitution – Article IV, Section 6*.

**IX. ELIGIBILITY FOR FOREIGN EXCHANGE AND INTERNATIONAL STUDENTS****A. Foreign Exchange Students**

1. A foreign exchange student is an international student who attends high school in the U.S. To be eligible for interscholastic athletics such students must be under the auspices of and be placed with a U.S. host family by an international student exchange program that has been accepted for listing by the Council on Standards for International Educational Travel (CSIET) and is recognized by the U.S. Department of State. The foreign exchange program must assign students to host families by a method that ensures that no student, or his/her parents, school or other interested party may influence the assignment for athletic or other purposes. The foreign exchange student may not be selected or placed on any basis related to his/her athletic interests or abilities.

2. A foreign exchange student is considered to be placed with a host family when written notice of placement is provided by the exchange organization to the student and his/her parents, and to the host family.
  - a. Neither the school the student attends nor any person associated with the school shall have input into the selection of the student.
  - b. No member of the school's coaching staff, paid or voluntary, shall serve as the host family.
3. The foreign exchange student must possess a current J-1 visa, issued by the U.S. State Department.
4. The foreign exchange student must comply with all eligibility requirements set forth by Oklahoma Secondary School Activities Association.
  - a. The Registration Form must be completed and returned to the OSSAA office.
  - b. The Age Rule must be satisfied.
  - c. The student could not have been in high school more than three previous years.
  - d. The student has not graduated.
  - e. An approved student will not be eligible for more than 365 days.
  - f. The student must be eligible academically and meet all other regulations concerning eligibility of the OSSAA.

#### B. Other International Students

An international student who is not under the auspices of and placed by a CSIET listed exchange program must meet the following requirements in order to be considered for interscholastic athletics eligibility:

1. The student must possess a current F-1 visa, issued by the U.S. Immigration and Naturalization Service.
2. The student must provide to the principal of the school he/she attends an official untranslated transcript and a transcript that is translated into English, by an acceptable agent or agency, which indicated work taken in all grades in which the student was enrolled.
3. The international student must pay tuition to the high school he/she attends as prescribed in Section 625 of U.S. Public Law 104-208.
4. No member of the school's coaching staff, paid or voluntary, shall serve as the resident family for the student.
5. The international student must comply with the following requirements to become eligible to participate according to OSSAA Rules.
  - a. The student must request and receive a written exception allowing participation from the OSSAA office.
  - b. The student must meet existing criteria for approval of such exception.

Non-compliance with one or more of the foregoing provisions shall render the international student ineligible for interscholastic athletics at any member school,

### X. ELIGIBILITY AFTER TRANSFER DURING SEVENTH OR EIGHTH GRADES

- A. If a student transfers schools during the seventh or eighth grade and no issue has been raised about the student having been influenced to transfer for athletic purposes in violation of OSSAA Rule 9, then the student may participate in athletics without delay, provided the student is eligible under all other OSSAA rules. If the student's former school or new school is aware of such an issue, then the schools must investigate the issue, and the student should not be permitted to participate. Any evidence gathered in the investigation by the schools must be submitted to the OSSAA, and if immediate eligibility is still sought, a written request for exception must be submitted on behalf of the student. A student transferring after the first day of classes will not be eligible until the above requirements have been met, the Changing Schools/Athletic Participation Form has been completed and student has satisfied the mandatory 15 calendar day sit out period.
- B. After a student has transferred once during the eighth grade, the student's eligibility is established at that new school, or within that school district, as provided under OSSAA Rule 8. If the student subsequently transfers schools, then a student would have to sit out of athletics for two semesters or one full year, or qualify for an exception as provided under these policies, to re-establish athletic eligibility.

**XI. EXCEPTIONS PERMITTING NON-VARSITY PARTICIPATION**

- A. OSSAA recognizes that many member schools participate in competition limited to freshmen or junior varsity participants and those permitting transfer students in grades 9-12 to participate in such non-varsity competition in some instances would not cause competitive imbalances or subject those students to risk of exploitation for athletic purposes.
- B. If the transfer student's former and current schools both approve, in writing, non-varsity participation following transfer, then the transfer student may be permitted to participate in such non-varsity competition. After one year, the student would then be eligible for varsity competition under OSSAA Rule 8, provided the student was eligible under all other Rules.
- C. Approval on non-varsity participation is not effective until the signed documentation has been received by the receiving school and placed with the student's permanent records. If any issue has been raised about the student having been influenced to transfer for athletic purposes in violation of OSSAA Rule 9, the written approval should not be given. The student's former school or new school must investigate the issue, and the student should not be permitted to participate in non-varsity competition. Any evidence gathered in the investigation by the schools must be submitted to OSSAA, and if immediate eligibility for non-varsity competition is still sought, a written request for exception must be submitted on behalf of the student. A student transferring after the first day of classes will not be eligible until the above requirements have been met, the Changing Schools/Athletic Participation Form has been completed and student has satisfied the mandatory 15 calendar day sit out period.

### Organizations Accepted for Listing in the 2009-10 CSIET Advisory List

Organization	Listing
Academic & Cultural Exchange (ACE)	Provisional
Academic Foundation for International Cultural Exchange	Full
AFS-USA, Inc.	Full
American Academic & Cultural Exchange, Inc.	Full
American Councils for International Education (ACTR/ACCELS)	Full
American Cultural Exchange Service	Full
AIFS Foundation-Academic Year in America	Full
American Intercultural Student Exchange	Full
Amicus International Student Exchange	Full
ASA International	Full
ASPECT Foundation	Full
ASSE International Student Exchange Program	Full
American Secondary Schools for International Students and Teachers (ASSIST)	Full
Association for Teen-age Diplomats	Full
AYUSA International	Full
Azumano International	Full
Center for Cultural Interchange	Full
Council for Educational Travel, USA	Full
Council on International Educational Exchange	Full
Cultural Academic Student Exchange Inc.	Full
Cultural Homestay International	Full
DM Discoveries	Full
Education Travel & Culture	Full
Educational and Cultural Interactions, Inc.	Full
Educational Resource Development Trust (ERDT/Share!)	Full
EF Foundation For Foreign Study	Full
Face the World Foundation	Full
Foreign Links Around the Globe (F.L.A.G.)	Full
Forte International Exchange Association	Full
Foundation for Academic Cultural Exchange	Full
Foundation for Intercultural Travel	Full
Foundation for Worldwide International Student Exchange	Full
German American Partnership Program, Inc	Provisional
Global Insights	Full
International Cultural Exchange Services	Full
International Experience-USA	Full

Organization	Listing
International Fellowship	Full
International Student Exchange	Full
Into EdVentures	Full
Laurasian Institution	Full
Learning and Achievement Foundation	Full
Nacel Open Door	Full
NorthWest Student Exchange	Full
NW Services PEACE Program	Full
Organization for Cultural Exchange Among Nations (O.C.E.A.N.)	Full
Pacific Intercultural Exchange	Full
PAX - Program of Academic Exchange	Full
Peace4Kids, Inc.	Full
Quest International	Full
Reflections International	Full
Rotary Programs:	
California-Nevada District 5190	Full
Central States Rotary Youth Exchange Program	Full
District 7120 Youth Exchange Program	Full
District 7150 Youth Exchange Program	Full
District 5950/5960 Rotary YPA	Full
Eastern States Rotary Exchange (ESSEX)	Full
Ohio-Erie Youth Exchange Program	Full
Rocky Mountain Rotary Youth Exchange	Full
Rotary Youth Exchange Florida, Inc.	Full
South Central Rotary Youth Exchange Program, Inc.	Full
YES/SCANEX	Full
States' 4-H International Exchange Program	Full
STS Foundation	Full
Student American International	Full
Terra Lingua USA	Full
The Traveling School	Full
United Studies Student Exchange	Full
World Experience	Full
World Heritage	Full
World Link	Full
Youth for Understanding USA (YFU USA)	Full

For more information on CSIET please contact:

CSIET - 212 South Henry Street - Alexandria, VA 22314

Phone: 703-739-9050, E-mail: [Mailbox@csiet.org](mailto:Mailbox@csiet.org) or CSIET web site at [www.csiet.org](http://www.csiet.org)

In the 2008-09 CSIET Advisory List organizations have been granted either a Full , Provisional, or Conditional Listing.



**OSSAA ELIGIBILITY RECORD FORM FOR NEW 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 \_\_\_\_\_

Last School attended \_\_\_\_\_ Address \_\_\_\_\_ Zip \_\_\_\_\_

YES NO

- 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)
- 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 requirements for high school graduation? (Rule 6)
- 8. Have you attended school 8 or more semesters since the time you entered the ninth grade? (15 days membership or attendance counts as one semester.) (Rule 7)
- 9. Are you now or have you ever repeated any grade since entering the 7th grade? (Jr. High Rule 7)
- 10. Do you live with someone now other than whom you lived with last school year? (Rule 8)
- 11. Do you live with someone other than your parents? (Rule 8)
- 12. Do you live with only one parent? (Rule 8)
- 13. Do you live outside this school district? (Rule 8)
- 14. Will you be attending or are you attending the school in this district as a transfer student? (Rule 8)
- 15. Is more than one residence owned, rented or maintained by your parents or guardian? (Rule 8)
- 16. Did you attend school during the previous or current 18-week grading period other than the district where your parents reside? (Rule 8)
- 17. Are there other family members in grades 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 8)
- 19. 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 8)
- 20. Have you ever been granted athletic eligibility on the basis of an OSSAA hardship waiver? (Rule 19)
- 21. Were you on an approved foreign exchange program last year? (OSSAA policy)
- 22. Have you participated in a foreign exchange program for more than 365 days? (OSSAA policy)
- 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?

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

**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\_\_\_\_\_.

Student's Address \_\_\_\_\_ Student's Telephone \_\_\_\_\_

Is above address in your school district? Yes \_\_\_\_\_ No \_\_\_\_\_

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) (School Administrator) (Date)



# REQUEST FOR OSSAA HARDSHIP ELIGIBILITY CLARIFICATION

<b>FOR OFFICE USE</b>
_____ Approved
_____ Disapproved
_____ Criteria
_____ Initial

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

Check if student is overage.   
 Applying for additional semesters(s)

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 (relationship)? \_\_\_\_\_

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

What is the student's best sport? \_\_\_\_\_ Ability is below average \_\_\_ Average \_\_\_ Outstanding \_\_\_

What is the student's next best sport? \_\_\_\_\_ Ability is below average \_\_\_ Average \_\_\_ Outstanding \_\_\_

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

7<sup>th</sup> \_\_\_\_\_ 10<sup>th</sup> \_\_\_\_\_  
 (Year) (School) (Year) (School)

8<sup>th</sup> \_\_\_\_\_ 11<sup>th</sup> \_\_\_\_\_  
 (Year) (School) (Year) (School)

9<sup>th</sup> \_\_\_\_\_ 12<sup>th</sup> \_\_\_\_\_  
 (Year) (School) (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.**

- \_\_\_\_\_ I have reviewed the hardship waiver process with the family prior to this waiver being sent to the OSSAA office.
- \_\_\_\_\_ I have completed and included the *New Student Form* with this request.
- \_\_\_\_\_ 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.)
- \_\_\_\_\_ I have included all background information as is requested to properly render a decision concerning this request.
- \_\_\_\_\_ This request is based on the criteria # \_\_\_\_\_ (Refer to hardship criteria listed on pages 69,70, & 71)
- \_\_\_\_\_ Signatures of all parties appear on the *Hardship Eligibility Form* and on the *New Student Form*.
- \_\_\_\_\_ I understand that incomplete information submitted on the hardship forms will result in the hardship being denied due to lack of information.
- \_\_\_\_\_ I understand that incorrect 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 \_\_\_\_\_

SCHOOL MAILING ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_

(Please provide **complete** school address on **every** hardship request.)

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



**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: \_\_\_\_\_

**To be completed by previous school:**

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

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

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 or the OSSAA?

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.**



## CHANGING SCHOOLS/ATHLETIC PARTICIPATION FORM

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

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

stipulate to the best of my knowledge \_\_\_\_\_  
name of student

was not recruited or is not changing schools for athletic purposes.

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

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

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

stipulate to the best of my knowledge \_\_\_\_\_  
name of student

was not recruited or is not attending this school for athletic purposes.

\_\_\_\_\_  
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 shall be made available to the OSSAA upon request.



**AFFIRMATION OF COMPLIANCE WITH OSSAA RULES IN CONNECTION WITH  
STUDENT ATHLETIC ELIGIBILITY DUE TO A CHANGE IN RESIDENCE**

The OSSAA has found, on occasion, that a student who has established eligibility to participate in OSSAA sponsored athletic events at a particular school or within a particular school district and then attends a different school or school district, has attempted to evade OSSAA rules governing eligibility upon attendance by falsely claiming to have moved to a new residential address that would make the student immediately eligible for continued participation at the receiving school. Claiming that a student has moved to a new residence for the purpose of evading OSSAA rules on eligibility, when the student and/or the student's parents or legal guardians have, in fact, continued to reside at the original address or have arranged to return to the original address, violates OSSAA Rule 8-1-n, which states:

"A student whose parents move to a new residence but do not intend to make it his/her permanent home, have not given up the former home, and have not sold their personal property or moved it to the new residence, will not be eligible unless complete information is presented at a hearing before the Board of Directors and a ruling has been given that a bona fide change of residence has been made. The original residence shall be closed, disposed of, rented or leased on a longtime agreement and not used by any family member. A student whose parents maintain multiple residences in order to circumvent the resident requirements shall not be eligible."

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 8-1-n.

By signing this form, the undersigned principal or head of the school for the receiving school acknowledges and affirms that he/she has investigated the student's change of residence, and is satisfied that the student and/or the student's parent(s) or legally appointed guardian are not violating OSSAA Rule 8-1-n.

The undersigned student, parent(s) or legally appointed guardian, and principal or head of the receiving school each further acknowledge that if it is determined that the change of residence was not actually made, or that some involvement in the former residence has continued which would indicate that the change of residence was a sham, made for the purpose of evading OSSAA rules concerning eligibility after changing schools; the student and the receiving school may be subject to sanctions or penalties, including the potential loss of eligibility for the student and the possible forfeiture of previous contests or championships for the receiving school and/or the student.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Parent(s) or Legal Guardian

\_\_\_\_\_  
School

\_\_\_\_\_  
Principal or Head of Receiving School

\_\_\_\_\_  
Date

This form must be returned with the *New Student Form* to 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 last attended.

\_\_\_\_\_  
Ed Sheakley, Executive Secretary OSSAA

\_\_\_\_\_  
Date

**THIS FORM IS NOT NEEDED WHEN FILING A HARDSHIP WAIVER.**



# Verification of Acknowledgment of Rule 9— Prohibition on Recruiting or Influencing for Athletic Purposes

Please copy form as needed

Each coach or volunteer providing instruction, assistance, or supervision in an athletic activity for a member school must sign this form certifying that the coach or volunteer is familiar with the Rule.

The head coach in each athletic activity for each member school must sign this form certifying that students participating in an activity have been informed about the Rule, that the school may be sanctioned for violations of this Rule, and that student athletes may be subject to sanction, including the loss of eligibility, if they have enrolled at or transferred to a school that has engaged in recruiting, or allowed its employees or representatives to recruit in violation of the Rule, or if they participate in recruiting other student athletes to enroll in or transfer to the school.

All officers, administrators, supervisors, and sponsors of any club or organization supporting any athletic activity at a member school must sign this form certifying that they are familiar with the Rule, and that the members of the club or organization have been informed about this rule.

I hereby verify by signing below that I have read and acknowledge OSSAA Rule 9 in its entirety and agree to abide by the Rule as stated.

(signature)	(title or position)
(signature)	(title or position)
(signature)	(title or position)
(signature)	(title or position)
(signature)	(title or position)
(signature)	(title or position)
(signature)	(title or position)
(signature)	(title or position)
(signature)	(title or position)
(signature)	(title or position)
(signature)	(title or position)
(signature)	(title or position)
(signature)	(title or position)
(signature)	(title or position)
(signature)	(title or position)

**THIS FORM IS TO BE KEPT ON FILE AT EACH MEMBER SCHOOL AND PRESENTED FOR REVIEW UPON REQUEST BY THE OSSAA.**



**REGISTRATION FORM FOR A FOREIGN EXCHANGE STUDENT/INTERNATIONAL STUDENT**

(Print or type in English and give to principal of U.S. school you attend.)  
 Completion of form does not guarantee eligibility for high school sports in the U.S.  
**TYPE OR PRINT WITH INK (NO PENCIL)**

Name of Member School \_\_\_\_\_

Mailing Address \_\_\_\_\_

City State Zip

Telephone \_\_\_\_\_

**1. GENERAL INFORMATION**

**A. Personal Background**

Students full name (as it appears on passport/birth certificate): \_\_\_\_\_

Permanent address (in home country): \_\_\_\_\_

Individuals living at permanent address: \_\_\_\_\_ Father \_\_\_\_\_ Mother Other (list by relationship): \_\_\_\_\_

\_\_\_\_\_

Telephone number (including country code): \_\_\_\_\_ Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Month Day Year

Father's Name: \_\_\_\_\_ Current Employer: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Current Employer: \_\_\_\_\_

**B. Educational Background**

**Attendance at all schools (U.S. and International)**

	First Secondary School	Second Secondary School	Third Secondary School (if any)	Fourth Secondary School (if any)
School Name and Address				
City, State and Country				
Telephone Number				
Headmaster/Principal				
Dates of Attendance				
Grades Attended				
Diplomas				
Who paid for this education?				

**2. ELIGIBILITY VERIFICATION**

**A. Transportation to the U.S.**

Date and location first entered United States: \_\_\_\_\_

Describe arrangements for trip, including who made the arrangements: \_\_\_\_\_

\_\_\_\_\_

Who paid for the airline flights? \_\_\_\_\_

*(Continued on Back Side)*

**REGISTRATION FORM FOR A FOREIGN EXCHANGE STUDENT/INTERNATIONAL STUDENT (CONTINUED)**

**B. Student Status**

**1. Foreign Exchange Student**

**A foreign exchange student is an international student who attends high school in the U.S. under the auspices of an established exchange program.**

Name of program: \_\_\_\_\_

VISA classification? \_\_\_\_\_ J-1 \_\_\_\_\_ Other ( \_\_\_\_\_ ) Visa validity dates: \_\_\_\_\_

Local exchange program representative monitoring student: \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

E-mail \_\_\_\_\_ Fax \_\_\_\_\_

List steps taken by student and program representative from first contact to final selection, to select and place student (including all dates and purposes of contacts).

\_\_\_\_\_

Name of host family: \_\_\_\_\_ School district of host family: \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Relationship of host family to the student: \_\_\_\_\_

Are any members of host family employed at this district? \_\_\_\_\_

\_\_\_\_\_

Has student completed home country's secondary education or equivalent? \_\_\_\_\_

Date student completed home country's secondary education or its equivalent: \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

Number of semesters of secondary school attendance or its equivalent: \_\_\_\_\_

Last date student attended secondary/high school in home country: \_\_\_\_\_

**Proceed to Item 3**

**2. International Student**

**An international student is a student whose home is in another country but who attends a school in the U.S. outside the auspices of an established exchange program.**

VISA classification? \_\_\_\_\_ F-1 \_\_\_\_\_ Other ( \_\_\_\_\_ ) Visa validity dates: \_\_\_\_\_

List steps taken by student to come to the U.S. List dates, persons contacted and purposes of all contacts: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of person(s) with whom student resides in U.S.: \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

E-mail \_\_\_\_\_ Fax \_\_\_\_\_

Relationship of student to this person(s): \_\_\_\_\_

Relationship of this person(s) to the high school that student attends and/or its athletic program: \_\_\_\_\_

Name of legal guardian/adoptive parent (if any): \_\_\_\_\_

Was the legal guardian/adoptive parent appointed by a court in the U.S.? Yes \_\_\_\_\_ No \_\_\_\_\_

Did the guardian/adoptive parent move to the U.S. with the student? Yes \_\_\_\_\_ No \_\_\_\_\_

Did student's parents move to the U.S. with the student? Yes \_\_\_\_\_ No \_\_\_\_\_

Date student completed home country's secondary education or its equivalent: Month \_\_\_\_\_ Year \_\_\_\_\_

Number of semesters of secondary school attendance or its equivalent: \_\_\_\_\_

Last date student attended secondary/high school in home country: \_\_\_\_\_

Did student attend part or all of one or more semesters of home country's terminal grade for secondary/high school? Yes \_\_\_ No \_\_\_

**C. Arrangements for Attending School in the United States**

How and by who was the school the student attends selected? \_\_\_\_\_

Is the student living in a school dormitory? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, location: \_\_\_\_\_

Why was this school selected for this student? \_\_\_\_\_

Explain what involvement the student had in his/her placement in a U.S. high school: \_\_\_\_\_

Did the student have U.S. contact prior to placement in a U.S. high school? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, list persons and describe contact(s): \_\_\_\_\_

Does the student receive financial aid to pay for school attendance costs in the U.S.? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, list the source, amount and conditions for receiving all such aid:

What means of support, other than financial aid, does the student have? \_\_\_\_\_

What independent agency determined the student's eligibility for financial aid? \_\_\_\_\_

Does the student pay tuition as required by Section 625 of U.S. Public Law 104-208? Yes \_\_\_\_\_ No \_\_\_\_\_

Who was the student's first contact with at the U.S. high school? \_\_\_\_\_

When was it? \_\_\_\_\_

When did the student first communicate with any coach at any U.S. high school? \_\_\_\_\_

Who were the most influential people in the student's placement at the U.S. high school? \_\_\_\_\_

**3. High School/College Athletics Interest/Contact**

Has the student ever:	Yes	No	If yes, Explain
Communicated with any coach or other person about athletics participation in the U.S.?			
Discussed prospective athletic participation in the U.S. with any coach or other person in home country other than parents?			
Communicated with any agent, or other sports representative or consultant about athletics participation in the U.S.?			
Discussed sports participation in the U.S. with any corporate representative?			

Attended any sports camp in U.S. Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, list \_\_\_\_\_

*(Continued on Back Side)*

**4. Athletic Participation Data**

**List All Organized Competition**

Year	Name of Team	Head Coach	Location	Division	Sport

**Awards and Benefits**

Has the student ever:	Yes	No	If yes, Explain
Been provided lodging by a sports team or program?			
Received money for participation in competition?			
Received merchandise or other items of benefit for participation in competition?			
Received payment of education expenses for secondary/high school from a sports team or related organization?			
Signed or orally entered any type of agreement with a team or agent or other representative for any reason?			
Competed on a team or against a team that had players who were being paid in excess of expenses of their participation?			
Agreed to provide any individuals with money in the future for assistance in the past?			

**5. Requested Attachments:**

**School administrator should initial the following items to verify that they are included with the registration form.**

**Attach the following:**

- \_\_\_ a. A copy of student’s birth certificate or passport;
- \_\_\_ b. A copy of student’s certificate of health insurance issued by a U.S. company;
- \_\_\_ c. A copy of student’s immigration documents including his/her visa;
- \_\_\_ d. A copy of student’s official untranslated transcript;
- \_\_\_ e. A copy of an English translation and analysis of the student’s transcript(s) by an acceptable agency;
- \_\_\_ f. A copy of all application forms from the student to the sponsoring agency;
- \_\_\_ g. A copy of information about the sponsoring agency including, but not limited to, its previous involvement in sponsoring exchange students;
- \_\_\_ h. Identification of all criteria used by the sponsoring agency to place the student with the host family;
- \_\_\_ i. A copy of the student’s identification card from the sponsoring agency; and

**Foreign Exchange/International Student-Athlete’s Affirmation**

By signing below, I \_\_\_\_\_ affirm that I have completed and reviewed the  
 (Print Student Athlete’s Name)

responses to the questionnaire above and agree that the information is correct. I understand that if I knowingly have given false or misleading answers to these questions, I will jeopardize my eligibility for participation in interscholastic athletics.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

School Administrator \_\_\_\_\_ Date: \_\_\_\_\_