



# Student Eligibility Packet

2012-13

## Signed and Approved By

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**Athletic Administrator**

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**School**

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**Contact Phone Number**

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**Email Address**

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**Date Submitted**

## WIAA SCHOOL ELIGIBILITY CHECKLIST (To be completed by Athletic Director)

Student Name \_\_\_\_\_ Activity(ies) \_\_\_\_\_

Coach(es) \_\_\_\_\_

Year of Eligibility       1     2     3     4     5     6

This checklist is designed for use by school personnel responsible for reviewing and verifying WIAA eligibility requirements. The checklist does NOT include criteria or standards established by individual schools or districts.

Regulation	Standard	Yes	No	Comment or Question
Age _____ Birthdate _____ 18.4.0	<div style="text-align: center;"> <u>Fall</u>    <u>Winter</u>    <u>Spring</u>                      Sept. 1    Dec. 1    Mar. 1                      June 1                      June 1                 </div> HS under 20 JH under 16 MS under 15			
Regular member of member school.  18.5.0	Enrolled half-time or more, exclusive of interscholastic athletic activities.  Enrollment date _____			
Scholarship  Maintain passing grades.  18.7.0  Seniors  18.7.1	Maintain passing grades in a minimum of: <b>3 classes in a 4 period class schedule or the equivalent credits</b> <b>4 classes in a 5 period class schedule or the equivalent credits</b> <b>5 classes in a 6 period class schedule or the equivalent credits</b> <b>6 classes in a 7 period class schedule or the equivalent credits</b> <b>7 classes in an 8 period class schedule or the equivalent credits</b> <b>RUNNING START COURSES      EQUIVALENT</b> One 5-credit quarter course      1 high school credit One 3-credit semester course      1 high school credit  Seniors on track to graduate may enroll in one less class than the minimum number of classes required for other students. They must maintain passing grades and can not drop or withdraw from a class to remain eligible.			
Residence  18.10.0	Student resides with parent(s) in this school district and school service area. A school district may be public or private and a private school district shall be considered separate and distinct from a public school district.			
Transferring/New Resident Students  18.11.0	Meets all transfer rules of this school and WIAA.  Student left previous school as an eligible athlete in good standing. (Refer to WIAA Article 18.11.1)			
Previous Semester 18.8.0 Regular Attendance 18.9.0 Season Limitations 18.14.0	Student has met criteria for a previous semester/trimester.  Student enrolled and in regular attendance the first 15 days of current semester (10 days for trimester).  No more than 4 consecutive years have lapsed since student entered 9th grade.			
Sports Participation 18.25.3A	Student has <b>not</b> participated in a sport(s) at the school, club or community level in the previous year.			
Physical Exam passed and filed  17.11.0	Passed physical exam, which is good for 24 months and/or initial exam renewed.			
Concurrent Sports Limitation  18.21.0	Student participating in one sport per season.			

**TO:** \_\_\_\_\_  
**Student's Name**

**SCHOOL:** \_\_\_\_\_  
**Issuing School**

\_\_\_\_\_  
**Date**

**You have received this packet of information because you have been declared ineligible according to WIAA Rules and Regulations. The attached forms are to be completed and faxed or mailed to the WIAA District Eligibility Chairperson, within the time limits stated on Form #1, and include supporting documentation as listed below.**

<b>FORMS</b>		<b>TO BE COMPLETED BY</b>	<b>MANDATORY FOR</b>
Form #1	Notice of Ineligibility – School Report	School Administrator	<b>All Appellants</b>
Form #2	Attending School – Student Information	Student & School Administrator	<b>All Appellants</b>
Form #3	Student Statement	Student	<b>All Appellants</b>
Form #4	Parent Statement	Parent	<b>All Appellants</b>
Form #5, p. 1	Previous School Statement	Previous School Administrator	<b>All Appellants</b>
Form #5, p. 2	Current School Statement	Current School Administrator	<b>All Appellants</b>
Form #6	Graduation Plan	Student & School Administrator	<b>Season Limitation Appellants</b>
Appendix 1	Educational/Cultural Exchange	Student & School Administrator	<b>All Exchange Appellants</b>

<b>ATTACHMENTS</b>	<b>INSTRUCTIONS</b>	<b>MANDATORY FOR</b>
Student Transcript	Must Be Attached With Appeal Forms	<b>All Appellants</b>
Other Supporting Documents	May Be Included With Appeal Forms	<b>All Appellants</b>

**OTHER ATTACHMENTS REQUESTED:** \_\_\_\_\_

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**FORM #1: NOTICE OF INELIGIBILITY AND REQUEST FOR HEARING**

**SCHOOL REPORT TO BE COMPLETED BY SCHOOL ADMINISTRATOR**

\_\_\_\_\_  
**Student**

\_\_\_\_\_  
**School**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Apt #**

\_\_\_\_\_  
**School Address**

\_\_\_\_\_  
**City**

\_\_\_\_\_  
**Zip + 4**

\_\_\_\_\_  
**City**

\_\_\_\_\_  
**Zip + 4**

\_\_\_\_\_  
**Parent Phone and Cell Number(s)**

\_\_\_\_\_  
**School Phone and Fax Number**

\_\_\_\_\_  
**Parent E-mail Address**

\_\_\_\_\_  
**School E-mail Address**

\_\_\_\_\_  
**School Principal/Athletic Director**

The \_\_\_\_\_ School District, through action taken by the Board of Directors, has delegated the control, supervision, and regulation of certain interschool activities to the Washington Interscholastic Activities Association.

The Washington Interscholastic Activities Association has established certain rules that govern student eligibility to participate in interschool activities. These rules are contained in the current Handbook of the Washington Interscholastic Activities Association. The pertinent part of the rules is as follows:

Each school district superintendent or his/her designee(s), having reasonable cause to believe that a student is ineligible to participate in or continue in an interschool activity under the Rules and Regulations of the WIAA, shall provide the student with notice of his/her ineligibility either by certified mail or by delivering said notice in person. The notice shall:

- (a) Specify the reason(s) for the alleged ineligibility and the rule being violated;
- (b) Advise the student of his/her opportunity to request a hearing in order to contest the reason(s) for the alleged ineligibility;
- (c) State that a written petition for a hearing shall be served upon the WIAA District Eligibility Committee, or its designee, on or before the expiration of the third business day that classes are in session after receipt of the Notice of Opportunity for hearing;
- (d) Specify how the petition for hearing can be served upon the WIAA District Eligibility Committee or its designee by providing an address for that Committee or its designee; and
- (e) Provide the student with the form(s) necessary to petition for a hearing pursuant to the procedure provided herein. Also, a student declared ineligible may not participate in interscholastic athletic activities until a decision to the contrary is made.

**NOTE TO ATHLETIC DIRECTORS: It is extremely important that you work directly with the student/family to explain the eligibility process and collection of all pertinent eligibility forms.**

**FORM #1: NOTICE OF INELIGIBILITY AND REQUEST FOR HEARING (PAGE 2)**

The undersigned has reasonable cause to believe that you are presently ineligible to participate in some or all interscholastic activities under the rules of the Washington Interscholastic Activities Association. The relevant WIAA rules are checked below:

- Age Limitation – Article 18.4                       Student Member – Article 18.5                       Scholarship – Article 18.7
- Previous Semester – Article 18.8                       Transfer – Article 18.10/11/13                       Season Limitations – Article 18.14\*
- Other (Explain) \_\_\_\_\_

**\*NOTE: Fifth year students must provide a written graduation plan (Form 6 in packet) signed by a school official, a complete transcript, current school progress report, and attendance record and/or current class schedule.**

Please be advised that you have the right to request a hearing before the WIAA Eligibility Committee from your WIAA District in order to contest the above reason(s) for your ineligibility. Failure to request a hearing within three (3) school business days that classes are in session following the date of receipt of this written notice of alleged ineligibility shall be deemed a WAIVER of the right to a hearing and the appeal procedures that govern determinations of eligibility under the standards established by the Washington Interscholastic Activities Association.

**Please indicate the WIAA activity(ies) that you anticipate participating in and/or continue to participate in:**

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

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

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

Attached to this written notice you will find the necessary forms that must be completed and forwarded in a timely manner to the Eligibility Committee of your WIAA District in order to contest the reason(s) of alleged ineligibility set forth in this written notice.

**A minimum of 72 hours notice must be provided if an attorney will be representing you at the hearing.**

Prior to the eligibility hearing, a school athletic administrator has explained the hearing process and reviewed the hardship definition and criteria.     **Yes**     **No**

Prior to sending the Eligibility Packet to the District Eligibility Chairperson, a school athletic administrator has reviewed it to determine that all appropriate forms have been completed and included by the student and parents.     **Yes**     **No**

The school has retained a copy of this packet and the official date of its submission to the District Eligibility Chairperson.     **Yes**     **No**

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Signature of Superintendent or His/Her Designee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Please Print Name**

\_\_\_\_\_  
**Signature of Parent/Guardian (Optional)**

\_\_\_\_\_  
**Title**

**A hardship exists only when some unique circumstances concerning the student’s physical or emotional status exist and only when such circumstances are not the result of acts or actions by the student or family unit. Usual maturation problems or family situations that do not cause severe and abnormal emotional problems and academic or athletic deficiencies in a school’s curriculum or extracurricular activities do not constitute a hardship. (See Article 18.25) In addition, the WIAA has the ability to waive rules applicable to granting additional playing time and granting such is discretionary based on the individual facts and circumstances of each student.**

**FORM #2: ATTENDING SCHOOL – STUDENT INFORMATION**

**TO BE COMPLETED BY STUDENT**

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

Year in School  9  10  11  12

\_\_\_\_\_  
Date of Birth Date Enrolled

\_\_\_\_\_  
Name of Parent(s) Phone Cell

\_\_\_\_\_  
Address Apt # City Zip+4

\_\_\_\_\_  
Parent E-mail Address Parent Fax #

Person(s) with whom student resides \_\_\_\_\_

Address of person(s) with whom student resides \_\_\_\_\_

School district in which student resides \_\_\_\_\_

Has legal guardian been court appointed?  Yes  No Date appointed \_\_\_\_\_

Submit certified copy of court order or letter of guardianship: \_\_\_\_\_

Date

Is support from parent(s) continuing to student?  Yes  No

IF THERE IS NO LEGAL GUARDIAN, indicate relationship of student to person(s) with whom he/she resides:

\_\_\_\_\_

Indicate reasons for living with this particular person(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If residing with guardian other than parent(s), please indicate the number of months: \_\_\_\_\_ date: \_\_\_\_\_  
the student began residing with guardian.

Have you ever had an athletic appeal before?  Yes  No Date of Appeal: \_\_\_\_\_

Indicate reason for prior appeal: \_\_\_\_\_

\_\_\_\_\_

**PLEASE ATTACH THE STUDENT'S TRANSCRIPT AS REQUIRED**

It is my understanding that this statement will become part of the material presented to the Eligibility Committee concerning eligibility in interscholastic sports activities.

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

\_\_\_\_\_  
Signature of Principal/Designee and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**TO BE COMPLETED BY STUDENT OR DESIGNATED PETITIONER**

Regarding the Eligibility Of:

\_\_\_\_\_  
**Name of Petitioner**

\_\_\_\_\_  
**School**

Consistent with the eligibility standards established by the Washington Interscholastic Activities Association (WIAA), the following statement (and attached documentation, if any) is hereby set forth in support of the instant petition for eligibility:

The following is my statement as to why, under the rules of the WIAA, I should be eligible for interscholastic competition. State in detail what hardship condition, as defined below, prevented student from complying with WIAA rules.

**A hardship exists only when some unique circumstances concerning the student’s physical or emotional status exist and only when such circumstances are not the result of acts or actions by the student or family unit. Usual maturation problems or family situations that do not cause severe and abnormal emotional problems and academic or athletic deficiencies in a school’s curriculum or extracurricular activities do not constitute a hardship. (See Article 18.25)**

**In addition, the WIAA has the ability to waive rules applicable to granting additional playing time and granting such is discretionary based on the individual facts and circumstances of each student.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If additional space is required, please attach and number any additional page(s). Please attach any documentation (e.g., transcript, medical reports, financial reports, police and court records or other materials) that supports the position of the petitioner.

This petition must be postmarked or received within **three (3) business days** of notification of ineligibility by the Eligibility Committee Chairperson for your WIAA District.

\_\_\_\_\_  
**Signature of Petitioner(s)**

\_\_\_\_\_  
**Date**

**TO BE COMPLETED BY PARENT/GUARDIAN/FAMILY MEMBER WITH WHOM STUDENT RESIDES**

\_\_\_\_\_  
**Name of Student Requesting Eligibility**

It is my (our) request that my (our) son/daughter be eligible for interscholastic sports activities. It is my (our) understanding that this statement will become a part of the material presented to the Eligibility Committee to determine whether he/she will be eligible for interscholastic sports activities.

The following is my (our) statement as to why, under the rules of the WIAA, my (our) son/daughter should be eligible for interscholastic competition. State in detail what hardship condition, as defined below, prevented student from complying with WIAA rules.

**A hardship exists only when some unique circumstances concerning the student’s physical or emotional status exist and only when such circumstances are not the result of acts or actions by the student or family unit. Usual maturation problems or family situations that do not cause severe and abnormal emotional problems and academic or athletic deficiencies in a school’s curriculum or extracurricular activities do not constitute a hardship. (See Article 18.25)**

**In addition, the WIAA has the ability to waive rules applicable to granting additional playing time and granting such is discretionary based on the individual facts and circumstances of each student.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please attach any documentation (e.g., transcript, medical reports, financial reports, police and court records or other materials) that supports the position of the petitioner.**

\_\_\_\_\_  
**Signature of Parent/Guardian/Family Member**

\_\_\_\_\_  
**Date**



**FORM #5: PREVIOUS SCHOOL STATEMENT/CURRENT SCHOOL STATEMENT**

**REQUIRED BY THE ELIGIBILITY COMMITTEE**

\_\_\_\_\_  
**Name of Student Requesting Eligibility**

\_\_\_\_\_  
**Current School**

\_\_\_\_\_  
**Date of Enrollment**

**REASON FOR INELIGIBILITY**

- Age Limitation – Article 18.4                       Student Member – Article 18.5                       Scholarship – Article 18.7  
 Previous Semester – Article 18.8                       Transfer – Article 18.10/11/13                       Season Limitations – Article 18.14\*  
 Other (Explain): \_\_\_\_\_

**\*NOTE: Fifth year students must provide a written graduation plan (Form 6) signed by a school official.**

**PREVIOUS SCHOOL STATEMENT**

\_\_\_\_\_  
**Name of Principal or Designee at Previous School**

\_\_\_\_\_  
**Previous School**

\_\_\_\_\_  
**Date of Enrollment**

\_\_\_\_\_  
**Last Date of Attendance**

**State your understanding as to why this student is no longer attending your school:**

\_\_\_\_\_

**Do you have any concerns, knowledge supporting/opposing student’s ineligibility?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Signature of Principal/Designee and Title**

\_\_\_\_\_  
**Date**

Are there any conditions of ineligibility that apply to this student? (e.g., athletic code violations, school suspensions, scholastic, etc.)  
Refer to WIAA 18.11.1.     **Yes**     **No**

**If yes, state the reason and the penalty imposed:** \_\_\_\_\_

\_\_\_\_\_

**MANDATORY FOR REPLACEMENT YEAR/TRANSFER**

Student's previous participation in all sports for the following grade levels:

School Sport	School Year	Community/Club Sport
8 <sup>th</sup>	_____	_____
9 <sup>th</sup>	_____	_____
10 <sup>th</sup>	_____	_____
11 <sup>th</sup>	_____	_____
12 <sup>th</sup>	_____	_____

It is my understanding that this statement will become part of the material presented to the Eligibility Committee concerning eligibility in interscholastic sports activities. This is my statement relative to the above-named student's request.

\_\_\_\_\_  
Signature of Principal/Designee at Previous School

\_\_\_\_\_  
Student Signature Verifying Participation

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**CURRENT SCHOOL STATEMENT (Mandatory for Replacement Year/Transfer)**

Date of Enrollment: \_\_\_\_\_

Student's previous participation in all sports for the following grade levels:

School Sport	School Year	Community/Club Sport
8 <sup>th</sup>	_____	_____
9 <sup>th</sup>	_____	_____
10 <sup>th</sup>	_____	_____
11 <sup>th</sup>	_____	_____
12 <sup>th</sup>	_____	_____

It is my understanding that this statement will become part of the material presented to the Eligibility Committee concerning eligibility in interscholastic sports activities. This is my statement relative to the above-named student's request.

\_\_\_\_\_  
Signature of Principal/Designee at Current School

\_\_\_\_\_  
Student Signature Verifying Participation

\_\_\_\_\_  
Title

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**REQUIRED BY THE ELIGIBILITY COMMITTEE FOR SEASON LIMITATIONS STUDENTS**

\_\_\_\_\_  
**Name of Student Requesting Eligibility**

\_\_\_\_\_  
**Current School**

\_\_\_\_\_  
**School District**

\_\_\_\_\_  
**Credits Required for Graduation**

\_\_\_\_\_  
**Credits Student Has Earned**

\_\_\_\_\_  
**Credits Needed to Graduate**

**School Organization:**     Trimester     Semester     Block Schedule

**List specific classes/credits student needs to graduate.**

<b>Class</b>	<b>Credit Value</b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
	_____ <b>(Total Credits)</b>

**Plan Monitored By:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Date Student Will Complete Requirements:** \_\_\_\_\_

**Approved by Principal/Counselor**

\_\_\_\_\_  
**Signature/Title**

\_\_\_\_\_  
**Date**

**APPELLANT MUST ATTACH: a complete transcript, current school progress report, attendance and/or current class schedule.**