



## Oregon School Activities Association

25200 SW Parkway Avenue, Suite 1

Wilsonville, OR 97070

503.682.6722 <http://www.osaa.org>



### ELIGIBILITY REQUEST FORM – PRIMER FOR PARENTS

OSAA Student Eligibility Request Forms are filled out by school administrators electronically through the OSAA website. Parents can help with the process by knowing what information is required to complete a waiver form. Administrators need to provide the following information:

- **Student Information** – including name, date of birth, parent/guardian, address, etc.
- **Waiver Type** – type of eligibility waiver (see OSAA Handbook, Rule 8)
- **Enrollment Records** – student's academic history by semester/trimester
- **Additional Correspondence\*** – some eligibility waivers require additional information or correspondence that will need to be uploaded as a separate file and attached to the request (letters, transcripts, etc.)
- **Affirmation Signatures** – in order for your request to be submitted, you must read and agree to the Affirmation Statement (school administrator and student's parent/guardian or host-family); this can be done via an electronic signature.

#### \* **Additional Correspondence**

Types of additional correspondence include:

##### Transcripts

- Current high school
- Previous high school

##### School Records

- Attendance records
- Letter authorizing release of school records to OSAA

##### Letter of Explanation

- Student and parent or guardian
- School representative
- Other letters as relevant

##### Age & Fifth Year Information/Documentation

- Gap in student's academic progress
- Credit deficiency
- Classes needed to graduate
- Individualized Educational Program (IEP)
- Student's disability per ADA

*The best way to get this information to your school administrator is to e-mail electronic versions, like PDF or Word documents.*