



# OHIO HIGH SCHOOL ATHLETIC ASSOCIATION

Doug Ute, Executive Director

## INSTRUCTIONS FOR COMPLETING APPEALS REQUEST – 2024-25

**SCHOOL ADMINISTRATORS:** The Constitution of the member schools of the OHSAA anticipates the desire of school administrators, parents, and/or students to appeal a decision of the Executive Director’s Office. Constitution Article 5-6-1, Powers and Duties of the Board of Directors, authorizes the Board of Directors to establish an appeals process for such occasions. **To request an appeal, please complete this form and return it to the OHSAA office via an email attachment, Attn: Ms. Alexis Holderman ([aholderman@ohsaa.org](mailto:aholderman@ohsaa.org)).**

Please note that the Appeals Panel is not completely independent of the Board of Directors and/or the Executive Director’s Office, and all members of the Appeals Panel either are or were professional educators from OHSAA member schools. **Additionally, the Appeals Panel has no authority to waive or modify the requirements of the Bylaws; the Panel can only try to determine if the Executive Director’s Office has made a mistake of fact, mistake of interpretation/application of the Bylaw in question, or neglected to consider another Bylaw that may be applicable.**

1. Name of Student(s): \_\_\_\_\_
2. Date of Request: \_\_\_\_\_
3. Gender of Student(s): \_\_\_\_\_
4. 2024-25 Grade Level of Student(s): \_\_\_\_\_
5. Sports in which Student(s) compete: \_\_\_\_\_
6. Applicable Constitution Article/Bylaw/General Sport Regulation of the issued ruling:  
\_\_\_\_\_
7. Current School: \_\_\_\_\_ High/Middle School
8. Transferring From (if applicable): \_\_\_\_\_ High School
9. Preferred Appeals Panel Hearing Date: \_\_\_\_\_
10. Names and contact information of persons involved in the appeal:
  - a. Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_
  - b. Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_
  - c. Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_
  - d. Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_
  - e. Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

11. Additional documents not included at the time of the initial ruling (optional): Attached \_\_\_ Not Applicable \_\_\_

### ADMINISTRATOR SIGNATURE

\_\_\_\_\_  
Print Name School Administrator

\_\_\_\_\_  
Signature