

OHIO HIGH SCHOOL ATHLETIC ASSOCIATION

Doug Ute, Executive Director

INSTRUCTIONS FOR COMPLETING BYLAW 4-4-1 EXCEPTION 3 & BYLAW 4-4-5 EXCEPTION 2 - 2025-26 (INCOMPLETES)

Exception 3 to Bylaw 4-4-1 and Exception 2 to Bylaw 4-4-5 allows for the Executive Director's Office to restore eligibility for a student who received an Incomplete once the work has been made up and the "incomplete" has been changed to a passing letter grade **but ONLY** if the Incomplete was given due to calamity day(s), family tragedy, or illness or accident as verified by a physician.

If this is applicable to the student in question, please complete this form and return it to the OHSAA office via email attachment, Attn: Attn: Mr. Ronald Sayers (rsayers@ohsaa.org) after the student has made up the necessary work and had their complete changed to a passing letter grade. The student shall be held accountable to the scholarship requirement until a ruling is provided by the OHSAA.

1.	. Name of Student:			Gender:					
2.	2025-26 Grade Level of Student	:							
3.	Grading Period Student Failed to Meet Scholarship Requirement (Select One):								
	1st	2 nd	3 rd	4th					
4.	Class(es) In Which Student Rece	vived an Incomplete During	the Gradin	g Period in Question <i>(List a</i>	ll that apply):				
5.	Reason Student Received an Incomplete (Select One):								
	Illness/Accident* *Must be verified by a physician contempo			Family Tragedy	Other				
6.	Provide a written narrative outlining the details of the reason selected in Q5 (Use additional sheets of paper as necessary):								
									

7. Attach a copy of the following documentation:

- A. A copy of any documentation to support the narrative described in Q6. Note that documentation for an illness/accident is required and must be verified by a physician contemporaneous at the time of the incident.
- B. A copy of the Board of Education/other governing board policy addressing Incompletes
- C. A copy of the student's initial grade card reflecting his/her Incompletes
- D. A copy of the student's updated grade card showing the Incompletes changed to passing grades
- E. The student's attendance records for the grading period in question



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8. I verify this "Incomplete" was give Education/other governing board add is applicable to all students in the sch	□ YES	□ NO	□ N/A		
9. I verify that the previously sched completed within the time period prowork required to convert an "Incompleted"	□ YES	□ NO	□ N/A		
10. I verify that "Incomplete" was not time in order to provide the student to simply to avoid a failing grade.	□ YES	□ NO	□ N/A		
11. I verify that the student was originally given a letter grade that wa to allow for extended time/additional	□ YES	□ NO	□ N/A		
	OL ADMINISTRATOR AC				
I hereby acknowledge that the respons	ses on the above are accu	ırate and correct	t, to the bes	t of my knowledg	le.
Print Name-School Principal	Signature			Date	
	FOR OHSAA OFFIC	E USE ONLY:			
☐ APPROVED	□ DENIED		eviewed By:		
f denied, reason for denial:		1			