



# OHIO HIGH SCHOOL ATHLETIC ASSOCIATION

Doug Ute, Executive Director

## INSTRUCTIONS FOR COMPLETING EXCEPTION 2, LEGAL CHANGE OF CUSTODY, REQUEST- 2025-26

**SCHOOL ADMINISTRATORS:** Please complete this form and return it, along with the required court documentation (see Q13), to the OHSAA office via an email attachment, Attn: Mr. Ronald Sayers (rsayers@ohsaa.org). The student(s) will continue to be held accountable to the transfer consequence (i.e. sitting after the first 50% of maximum allowable regular season varsity contests and OHSAA tournament in all applicable sports) until a ruling is provided by the OHSAA office.

1. Name of Student(s): \_\_\_\_\_
2. Gender of Student(s): \_\_\_\_\_ 2025-26 Grade Level of Student(s): \_\_\_\_\_
3. Sport(s) Competed In **During 12 Months Immediately Preceding Transfer:** \_\_\_\_\_
4. Transferring From: \_\_\_\_\_ High School
5. Transferring To: \_\_\_\_\_ High School on \_\_\_\_\_ (**DATE FIRST ATTENDED**)
6. Name of **NEW** Legal Custodian/Agent: \_\_\_\_\_  
Relationship to Student: \_\_\_\_\_
7. District/Attendance Zone of Residence of NEW Legal Custodian/Agent: \_\_\_\_\_
8. Name of **PREVIOUS** Legal Custodian/Agent: \_\_\_\_\_  
Relationship to Student: \_\_\_\_\_
9. District/Attendance Zone of Residence of PREVIOUS Legal Custodian/Agent: \_\_\_\_\_
10. I am verifying that ALL interested parties understand that the student is required to live with the new custodian full time for a minimum of one calendar year in order to maintain transfer eligibility at my school. \_\_\_\_\_ (**Initials of School Administrator**)
11. Explanation for the need for the change of custody (use additional paper as needed): \_\_\_\_\_

### 12. Type of Custody Change (please select one with "X"):

- A. \_\_\_\_\_ Change of custody from **one parent to the other parent**  
(i.e. sole custody to shared parenting; shared parenting to sole custody; sole custody to sole custody)
- B. \_\_\_\_\_ Change in the **designation of "residential parent"** within a shared parenting plan  
(Note: Exception can be utilized only **ONCE** during student's high school career.)
- C. \_\_\_\_\_ Change of custody from a **non-parent/agency giving custody back to a parent**
- D. \_\_\_\_\_ Change of custody from **non-parent/agency to a non-parent or different agency** (i.e. foster parent)
- E. \_\_\_\_\_ Change of custody from **parent to non-parent or agency**  
(In D and E, the student must have a parent living in Ohio.)

### 13. When submitting the form, attach a certified copy of the court order:

- 1) changing the custodianship from one parent/agency to the other parent (for scenarios A or C)
- 2) re-designating who will be the residential parent for school purposes (for scenario B) or
- 3) changing the custodianship to a non-parent (for scenarios D, E)

-Each court order is required to be signed by either a judge or magistrate (or an agent of protective services, if applicable). - For situations where the change of custody is being given to a non-parent (scenarios D, E), the order **must be accompanied by evidence that the custody/ guardianship change is the result of the death or incarceration of the prior custodian/guardian, the intervention of child protective services, social services or similar state agency, and the new custodian/guardian lives in a different school district than the previous custodian/guardian.**

- If available, please also submit the "petition for the change of custody."

Administrator Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

FOR OHSAA OFFICE USE ONLY: Date of Decision - \_\_\_\_\_

☐ Ex. 2 Approved by Executive Director's Office

*\*Student required to live with the new custodian full time for a minimum of one calendar year in order to maintain transfer eligibility*

☐ Ex. 2 Denied by Executive Director's Office

**Please see attached letter**

Reviewed By: \_\_\_\_\_