



Ohio High School Athletic Association
ODE Enrollment Appeals Form
 For 2024-25 and 2025-26 Cycle

School Name: _____

OHSAA ID #: _____

Enter the male and female enrollment numbers that you believe best represents your school’s enrollment for grades 9, 10 and 11 as of October 31, 2023.

Male Enrollment: _____

Female Enrollment: _____

INSTRUCTIONS FOR APPEAL OF OHIO DEPARTMENT OF EDUCATION ENROLLMENT NUMBERS

- 1) Submit a report/written correspondence that supports the enrollment number you are presenting to the OHSAA as a more accurate reflection of your enrollment as of October 31, 2023, and that meets the business rule requirements adopted by the OHSAA Board of Directors. Your correspondence should include a detailed explanation of how the school determined that ODE made an error in pulling the data. You must submit supporting documentation such as a Student Summary Report, Head Count Summary Report, and/or Ethnicity Report to support your appeal.
- 2) This appeal form and all supporting documentation must be submitted by the principal and/or superintendent of the school district. No requests for review will be accepted that are not authorized and signed by either the principal or superintendent. No requests for review may be submitted directly to ODE.
- 3) EMAIL this appeal form and all supporting documentation, via an email attachment, to Kristin Ronai (kronai@ohsaa.org) no later than 4:00 PM on FRIDAY, FEBRUARY 16, 2024. No further inquiries or appeals will be accepted after this deadline.

Please include this cover sheet along with your request and include the appropriate signatures below.

Principal or Superintendent

EMIS/EAS Coordinator

Signature

Name (Please Print)

Print Name

Email

Title

Business Phone

COMPLETED APPEAL MATERIALS MUST BE EMAILED BY FRIDAY, FEBRUARY 16, 2024 at 4:00 PM

FOR OHSAA OFFICE USE ONLY			
Date Received: _____	Appeal Outcome: <input type="checkbox"/> Approved	<input type="checkbox"/> Modified	<input type="checkbox"/> Denied
Final Male Count: _____	Final Female Count: _____	Processed By: _____	