Ohio High School Athletic Association

# ODE Enrollment Appeals Form

For 2026-27 and 2027-28 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, 2025.**

**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, 2025, 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 Ronald Sayers (rsayers@ohsaa.org) no later than 4:00 PM on FRIDAY, MARCH 6, 2026**. 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, MARCH 6, 2026 at 4:00 PM**

**FOR OHSAA OFFICE USE ONLY**

**Date Received: _____** **Appeal Outcome:** ☐ Approved ☐ Modified ☐ Denied

**Final Male Count: _____** **Final Female Count: _____** **Processed By: _____**