



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](mailto:rsayers@ohsaa.org)) no later than 4:00 PM on FRIDAY, FEBRUARY 20, 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, FEBRUARY 20, 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: \_\_\_\_\_