



OHIO HIGH SCHOOL ATHLETIC ASSOCIATION

4080 Roselea Place ~ Columbus, OH 43214

(614) 267-2502 ~ (614) 267-1677 (fax)

www.ohsaa.org

INSTRUCTIONS FOR APPEAL OF STATE DEPARTMENT OF EDUCATION ENROLLMENT NUMBERS

Bylaw 2-1-4 indicates that enrollment management information used for classification shall be provided by the State Department of Education System (ODE) to the OHSAA. All boys and girls in grades, 9, 10, 11 included in the October Education Management Information System (EMIS) report shall be counted for enrollment purposes with the exception of students who have been identified as children with disabilities within the multiple-handicapped category.

Bylaw 2-1-5 and Bylaw 2-1-6 reference schools that consolidate and schools that open or close in a multi-high school district respectively.

Please be advised that the OHSAA utilizes only the enrollment numbers that have been reported to ODE by each respective member school pursuant to OHSAA Bylaw 2-1-4. Prior to the date EMIS closed for school reporting, each member school would have had three months to review the data submitted by the school district and to determine if the data were accurate and complete. Please also note that during this time period, there have been four payments of state foundation funding which used these data as its primary basis of calculation.

Because the EMIS reporting period has closed for ODE, the only instances where enrollment numbers will be reviewed by the OHSAA and subsequently changed, in consultation with ODE, will be in instances where data were pulled from EMIS incorrectly in a systemic way by ODE.

In order to dispute your enrollment numbers you will need to do the following:

- 1) Submit a copy of the *original* report submitted to the ODE and a detailed explanation of how the school determined that ODE made an error in pulling the data. Please note that the school will not be able to assert that it reported the data incorrectly at this time as it did not question the numbers at any of the previous opportunities to do so, prior to the close of reporting. The school must be able to determine that ODE pulled the data incorrectly. This type of error would have an effect on several school systems, not just one school district.
- 2) Submit the report no later than ten (10) business days after the posting of the enrollment numbers to the OHSAA website. After 10 business days following the posting of enrollment numbers by the OHSAA, no further inquiries will be accepted. The report must be postmarked by the deadline date if mailed, or received by fax or electronic mail by the deadline date.
- 3) This report 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.

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

Member School (please print)

Name (Please Print)

Signature

Title

COMPLETED MATERIALS MUST BE RECEIVED BY THE DEADLINE DATE.

Please submit all materials to Roxanne M. Price, Assistant Commissioner