



## Eligibility Discrepancy Form

This form is to only be used in the event that a grade in your class has been entered or calculated inaccurately resulting in ineligibility. **This form must be filled out in its entirety to be considered for review.** The burden of proof will lie on the student to prove that the inaccuracy of the grade was due to an error which can be corrected. This is an integrity driven process to fix mistakes which occasionally happen and not erode the integrity of the grading process.

Grade checks will be pulled upon a coaches request and OFFICIAL grade pull will be pulled every *two weeks* through the semester. **You have until Friday at 12:00pm to correct any issues or your request will not be reviewed.** Any changes to grades after Friday afternoon **(the week of Official Grade Pull)** will not be considered for review. Completed sheets need to be turned into the Athletic office.

### **COMPLETED BY STUDENT PRIOR TO APPROACHING TEACHER:**

Student Name (print): \_\_\_\_\_ Student Email: \_\_\_\_\_

Name of Class: \_\_\_\_\_ Teacher: \_\_\_\_\_

*\*Please complete these three lines if you are an athlete who has been declared ineligible.*

Sport: \_\_\_\_\_ Level of Sport (V, JV, F, C): \_\_\_\_\_ Head Coaches Name: \_\_\_\_\_

Explanation of why **student** believes the grade is incorrect:

\_\_\_\_\_  
\_\_\_\_\_

**\*IF THERE IS NO ERROR PLEASE STOP THE PROCESS HERE AND DISCARD!\***

**Completed by teacher only if grade is inaccurate:**

**Teacher's Explanation of the grade and why the error occurred. Please include date of error:**

\_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_ Teacher Signature: \_\_\_\_\_

AD Signature: \_\_\_\_\_ Approved/Denied (Circle one)

Administrator: \_\_\_\_\_ Date \_\_\_\_\_

***\*Document will be scanned and emailed once a decision of approval or denial is determined:***

***Athletic Director - Student – Head Coach – Teacher***