



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 to show eligibility by end of day each Friday. 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 every Monday and OFFICIAL grade pull will be the will be pulled on the first Monday of every month. **You have until end of school day on Friday to correct any issues or your request will not be reviewed.** Any changes to grades after Friday afternoon will not be considered for review. Completed sheets need to be turned into Mr. Monson in the AD 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: _____ Date _____

Administrator: _____ Date of _____

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

Athletic Director - Student – Head Coach – Teacher