

WCD 3 Eligibility Appeal Process

To: Athletic Directors

From: Jeff Miller, WCD 3 Eligibility Chair

RE: Eligibility Appeal Process and Documents Needed

The following pages contain a sample of the documents and/or forms I would need to begin the process of scheduling an Eligibility Appeal Hearing.

All of the student forms are electronically fillable and available on the WIAA website under the "Resources - Student Eligibility Center" tab.

Step One - Starting the appeal process:

The first step to getting your student athlete scheduled for an appeal hearing is to mail me a copy of the "NOTIFICATION OF INELIGIBILITY STATUS" with all dates and signatures complete. WCD 3 athletes must include a check or money order for \$10.00 made out to WCD 3. To begin the appeal process, these items should be mailed to my UPS PO Box number at:

West Central District 3 Eligibility Committee
STE F104 #431
1402 Lake Tapps Parkway SE
Auburn WA 98092

Step Two - The following items need to be collected by the AD and sent as a PDF attachment to me in an email sent to jmillerwcd3@comcast.net. Please send the items listed below in the order in which they are listed, Scan them as a single, one sided PDF and attached them to your email.

1. The two page "NOTIFICATION OF INELIGIBILITY STATUS" signed and dated. (AD)
2. The student's two page "REQUEST FOR APPEAL" signed and dated. (Student)
3. The five page "NEW STUDENT PACKET" for all transfer students. (Student)
4. The three page "AD CHECKLIST" (AD)
5. The one page "WINDOW OF TRANSFER" only if applicable. (AD/Student)
6. The two page "PREVIOUS SCHOOL STATEMENT" for all transfer students. (AD)
7. The multiple page "STEP 2 - HARDSHIP CATEGORY" which fits their appeal. (Student)
8. Any "SUPPORTING DOCUMENTATION" the student wishes to present (Student)
9. The "STUDENT TRANSCRIPT" in clear readable one page format. (AD)
10. The "CURRENT STUDENT SCHEDULE AND GRADES" (AD)

If I can provide any additional information, please call.

Jeff Miller
509-370-6631

