



## REQUEST FOR ACCOMMODATION FORM

*It is the policy of the SIJHSAA to provide accommodations for students with disabilities pursuant to the SIJHSAA Policy for Accommodations. Disabilities include mental, physical or visual impairment which substantially limits a major life activity. A student, his/her parent/guardian, or member school may request an accommodation by submitting this form to the SIJHSAA.*

### **PART 1: TO BE COMPLETED BY STUDENT AND PARENT/GUARDIAN**

Name \_\_\_\_\_ Year in School \_\_\_\_\_

Date of Birth \_\_\_\_\_ Gender \_\_\_\_\_

Sport / Activity \_\_\_\_\_ School \_\_\_\_\_

Parent / Guardian Name & Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

### ACCOMMODATION REQUESTED

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### REASON

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RECORDS PROVIDED TO MEMBER SCHOOL THAT SUPPORT THE REQUEST MUST BE SENT TO SIJHSAA (e.g. medical records/reports, IEP or Section 504 Plan, etc.)

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\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Date

**PART 2: TO BE COMPLETED BY THE SCHOOL PRINCIPAL OR ATHLETIC DIRECTOR**

I have reviewed this request for accommodation and verify that this student has a statement of disability on file with the school.

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

\_\_\_\_\_  
Signature

Phone \_\_\_\_\_

After Parts 1 and 2 are completed, this Request Form should be submitted to the SIJHSAA Executive Director, Greg Hale, [sjhsaa@gmail.com](mailto:sjhsaa@gmail.com), SIJHSAA's Fax: (618)357-2987, SIJHSAA's Address: 3887 Pick Rd, Pinckneyville, IL 62274.

**PART 3: TO BE COMPLETED BY THE SIJHSAA EXECUTIVE DIRECTOR**

*SIJHSAA must respond to each request within 10 business days.*

The requested accommodation applies to the following SIJHSAA activity:

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The requested accommodation is: \_\_\_\_ Granted \_\_\_\_ Granted in part \_\_\_\_ Denied

Explanation:

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\_\_\_\_\_  
Executive Director Signature

\_\_\_\_\_  
Date

*The Executive Director must provide a copy of this completed form to the member school within 10 business days of its submission.*

**IF THE REQUEST IS DENIED, THE STUDENT, HIS/HER PARENT/GUARDIAN AND THE MEMBER SCHOOL HAVE THE RIGHT TO APPEAL IN ACCORDANCE WITH ARTICLE XII OF THE SIJHSAA BY-LAWS, WHICH PROVIDES.**

Section 1. The Executive Director shall have the authority to decide all matters concerning eligibility and protests. Such protests and complaints, as well as suggestions, must be filed with the Executive Director by an administrator of a member school.

Section 2. It shall be the duty and obligation of the Executive Director to examine the facts of each case, either through formal investigation, or by a review of information submitted by an administrator of the school(s) involved before ruling thereon.

Section 3. In the even a student, parent, guardian, school, or individual wishes to appeal the decision, ruling, or interpretation rendered by the Executive Director, the following appeal process shall be followed:

Step 1: The principal of the member school(s) involved must file a written request with the Executive Director for a hearing with the Steering Committee.

Step 2:The Steering Committee shall review the action of the Executive Director, make a decision, and submit a report to the Board of Control. At such review, all interested parties may appear and discuss the case.

Step 3:If the parties involved are not satisfied with the ruling of the Steering Committee, they may request, in writing, a hearing before the Board of Control.

Step 4:The decision by the BOC, after such review, shall be final.

IHSA's Form

The Executive Director shall have the authority and responsibility to investigate and decide all matters concerning eligibility, protests, by-laws or rules.

The Executive Director may modify the effect of or penalty for violation of non-compliance with any by-law or rule if the circumstances causing the student or school to be ineligible or otherwise in violation of non-compliance with the by-law or rule are determined:

- (1) To have been completely beyond the control of all of the following:
  - a. The student
  - b. The student's parent(s) / guardian(s)
  - c. The school
- (2) Or where the violation or non-compliance has been caused exclusively by a clerical or administrative error.

A student, parent/guardian, school or individual, in whose favor or against whom a decision of the Executive Director made pursuant to this Section applies, may appeal that decision by submitting a written request for a hearing to the Board of Directors. In response to such a written request, the Board of Directors or, in its discretion, a hearing officer appointed by the Board, shall conduct a hearing to review the action of the Executive Director.

At a hearing, the party appealing the action and all other interested parties, including but not limited to representatives of the member school, may appear and present information for consideration. If a hearing officer has been appointed by the Board, such hearing officer shall submit a written report of findings to the Board, including a written summary of the testimony heard and/or evidence presented at the hearing. After a hearing before the Board, or upon receipt and review of the hearing officer's report, the Board may, within the authority of this Constitution and By-Laws, sustain, modify or overturn the Executive Director's decision, or sustain, increase, decrease, or otherwise modify any penalty for violation of any by-law or rule or take such other action as it finds appropriate. If a hearing has been conducted by a hearing officer appointed by the Board, the student, parent/guardian, school or individual in whose favor or against whom a decision has been sustained or modified, may request, in writing through the principal of the involved member school, a further hearing to be held before the Board of Directors in accordance with the provisions of this Section, at the next regularly scheduled meeting of the Board or at a special meeting of the Board convened by the president of the Board. The decision or action of the Board of Directors, pursuant to any hearing held before it, shall in all instances be final.