



# Request for Accommodation Form

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It is the policy of the IHSA to provide accommodations for students with disabilities pursuant to the IHSA 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 IHSA.

## 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**  
(be specific)

**Reason**

**Records provided to Member School  
that support the request  
must be sent to IHSA**  
(e.g. medical records/reports,  
IEP or Section 504 Plan, etc.)

\_\_\_\_\_  
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 IHSA ADA Coordinator, Kraig Garber, kgarber@ihsa.org, IHSA's Fax: (309) 663-7479, IHSA's address: 2715 McGraw Drive, Bloomington, IL 61704.

## PART 3: TO BE COMPLETED BY IHSA EXECUTIVE DIRECTOR

IHSA must respond to each request for accommodation within 10 business days.

The requested accommodation applies to the following IHSA activity:

The requested accommodation is:  Granted  Granted in part  Denied

Explanation:

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 SECTION 1.460 OF THE IHSA CONSTITUTION, WHICH PROVIDES.**

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 or non-compliance with any by-law or rule if the circumstances causing the student or school to be ineligible or otherwise in violation of or 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 by 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.