## MEMORANDUM

$\begin{array}{ll}\text { To: } & \begin{array}{l}\text { Superintendent, Principal, and Athletic Director } \\ \\ \\ \end{array} \quad \text { Morgan County High School }\end{array}$
From: Brigid L. DeVries, Commissioner Larry Boucher, Assistant Commissioner $\mathcal{F} \$ 3$,
Date: June 4, 2004
Subject: 2003-2004 Title IX Annual Report Forms Submission

Enclosed please find a copy of Form T-65, The 2003-2004 Title IX Annual Report Forms Checklist. In addition, you may find an attachment with corrected copies of the forms submitted by your school personnel. Please review this information so the forms can be completed accurately in the future.

Also, KHSAA Audit Staff may have requested a re-submission of some of the 2003-2004 Annual Report Forms or need additional information on your athletic programs. Please submit this information by the date requested if this is applicable. Copies and all KHSAA Title IX documents must be kept current and included in your permanent Title IX File at the school. All documents are subject to Open Records Requests.

Should you need any further information, please do not hesitate to call anytime.

Revised 4/04

## MEMORANDUM

TO: KHSAA Member School Superintendents, Principals, and Athletic Directors
FROM: Brigid L. DeVries, Commissioner
Larry Boucher, Executive Assistant Commissioner

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DATE: June 4, 2004
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RE: 2004 Titte IX Forms Submission

| School | Morgan County High School | Reviewed by | Allen W. Jackson |
| :--- | :--- | :--- | :--- |

The following is a status report regarding the required 2003-2004 Titil IX submission of forms due in to the KHSAA office by April 15, 2004. Appropriate audit personnel have reviewed these forms and the following is a summary of this review.

1. Checklist of Forms properly submitted in a satisfactory manner:

| - | GE 19 (Annual Verification) | $\checkmark$ | T-36 (Budget Expenses) |
| :---: | :--- | :---: | :--- |
|  | T-1 (Summary Program Chart 1) | $\checkmark$ | T-41 (Checklist - Overall Interscholastic Program) |
|  | T-2 (Summary Program Chart 2) |  | T-60 (Corrective Action Plan) |
| $\checkmark$ | T-3 (Summary Program Chart 3) | $\checkmark$ | T-63 (Interscholastic Survey Results)) |
| $\checkmark$ | T-4 (Summary Program Chart 4) | $\checkmark$ | T-68 (Five Year Summary) |
| $\checkmark$ | T-35 (Budget Expenses) |  |  |


| Status |  |  |
| :---: | :---: | :---: |
| A. |  | 2003-2004 Forms are satisfactory and no further information or action is necessary at this time. |
| B. | $\checkmark$ | Errors have been noted with respect to the following forms: <br> - Form T-1 <br> A corrected copy of this form has been returned to you for placement in your permanent Title IX file to ensure proper submission in the future. <br> - Form T-2; Do not understand the - sign in front of the numbers on this form. Also, why are there no amounts in columns 4 \& 5 ? Please address these and resubmit Form T-2 to the KHSAA no later than June 30, 2004. <br> - Form T-60; School personnel need to address the assistant coach for basketball. Please resubmit a corrected Form T-60 to the KHSAA no later than June 30, 2004. |
| C. |  | The following forms were omitted and must be submitted by school representatives: |
| D. | $\checkmark$ | Other Recommendation and Comments: <br> - It is recommended that students be placed on the Gender Equity Review Committee, and that they be active members of the Committee. <br> - It is recommended that your Gender Equity Review Committee meet at least once during the fall sports season, once during the winter sports season and once during the spring sports season. |

## Participation Opportumities Test One

|  |  | (Columm 1) | (Column 2) | (Column 3) | (Columm 4) |
| :---: | :---: | :---: | :---: | :---: | :---: |
|  | Program | Curollment | Percentage of <br> Total <br> Enrollment | Number of Interscholastic Participants (double and triple count) | Percentage of Total Participation |
| Row 1 | GIRLS | 318 | 49\% | 93 | $\begin{aligned} & 30 \% \\ & 477 \% \end{aligned}$ |
| Row 2 | BOYS | 329 | 51\% | 102 | $\begin{gathered} 74 \% \\ 52.3 \% \end{gathered}$ |
| Row 3 | Totals | 647 | 100 | 195 | 100\% |

Instructions:
*Number of $8^{\text {th }}$ grade students $\&$ below used in Column 3 and Column 4 calculations if applicable: $\quad 10$ $\qquad$

1) Determine the total number of girls enrolled, (place in Row 1, Column 1).

Determine the total number of boys enrolled, (place in Row 2, Column 1).
2) Add the total number of girls and boys enrolled to determine total enrollment, (place in Row 3, Column 1).
3) Calculate the percentage of total enrollment that is female. (Divide Row 1, Column 1 by row 3, Column 1 and place in Row 1, Column 2.) Calculate the percentage of total enrollment that is male. (Divide Row 2, Column 1 by Row 3, Column 1 and place in Row 2, Column 2.) Note: Row 1, Column 2 plus Row 2, Column 2 should total $100 \%$.
4) Ask the head coaches to review the most updated eligibility or squad lists for their teams. Ask coaches to confirm the names of those individuals who are on the team as of the first date of competition, and cross out

## Participation Opportunities Test Two

|  |  |  | Columin 1 | Column 2 | Columbin 3 | Column 4 | Column 5 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Program |  |  | Number of Teams Currently Offered | Number of Participants | Number of Teams Added in Last Tive Years | Number of Participants Added in Last Five Years | Percent of <br> Total <br> Participation <br> By Sex Added <br> in Last 5 <br> Years |
| GIRLS | Row 1 <br> Row 2 <br> Row 3 <br> Row 4 | varsity: | 6 | 60 | 2 |  |  |
|  |  | j.v.: | 3 | 26 |  |  |  |
|  |  | frosh: | 1 | 7 | 1 |  |  |
|  |  | total: | 10 | 93 | 3 | -20 |  |
| BOYS | Row 5 | varsity: | 7 | 64 | 1 |  |  |
|  | Row 6 | j.v.: | 3 | 32 |  |  |  |
|  | Row 7 | frosh: | 1 | 6 |  |  |  |
|  | Row 8 | total: | 11 | 102 |  | -63 | (2) |

1) For Column 1, list the number of interscholastic teams offered for girls and boys at each competitive level (varsity, junior varsity, and freshman). For girls, total each of the entries in Rows 1, 2, and 3 into Row 4. For boys, total Rows 5, 6, and 7 into Row 8.
2) For Column 2, list the number of participants at each level. For girls, total each of the entries in Rows 1, 2, and 3 into Row 4. For boys, total Rows 5, 6, and 7 into Row 8. Note: The totals in Row 4 for girls and in Row 8 for boys must be the same as the totals in Form T-1, Column 3, Rows 1 and 2 respectively.
3) . For Column 3, list the number of interscholastic teams that have been added in the last five years at each competitive level. Count each team added during the 5 year period only one time. e.g. Girl's junior varsity soccer was added 3 years ago, count the team only once, not 3 times. For girls, total the entries in Rows 1, 2, and 3 into Row 4. For boys, total Rows 5, 6, and 7 into Row 8.
4) For Column 4, list the number of participants that are currently on each level of the teams that were added in the last five years. If a team was added previously but no longer exists, there are no current participants to be added for that team. For girls, total the entries in Rows 1, 2, and 3 into Row 4. For boys, total Rows 5, 6, and 7 into Row 8.
5) For Column 5, calculate the percentage of participants that have been added in the last five years. For girls, take the number in Column 4, Row 4 and divide by the number in Column 2, Row 4. For boys, take the number in Column 4, Row 8 and divide it by the number in Column 2, Row 8.

Note: If the percentage of current participants added in the last five years is $25 \%$ or greater, compliance with test two may be possible. If less than $25 \%$, then compliance with test three should be analyzed. CAUTION: $25 \%$ is not a formal compliance standard.

Principal's Signature: $\qquad$ Date: $\qquad$ 4/12/04



## 2003－2004 KENTUCKY HIGH SCHOOL ATILLETIC ASSOCIATION ANNUAL VERIFICATION OF TITLE IX PROCEDURES

（To be submitted by April 15， 2004 along with other required forms）
AB H

## 20 204

The Morgan County High School，West Liberty，Kentucky
（Name of High School）
（City）
certifies to the Kentucky High School Athletic Association that the following is an accurate and true representation of the facts surrounding compliance with 20 U．S．C．Sections 1681－1688，et．Seq．（also known as Title IX）

I certify the following provisions in accordance with records at the school contained in the permanent Title IX file，and to the best of my knowledge have completed the following tasks．（All boxes must be checked）

区 Established a gender equity committee at the high school．（list committee personnel and provide attachment if necessary）

| Name <br> Carol Hoskins | Address <br> Morgan Co．Board of Ed． $606-743-8002$ | Title <br> Title IX Coordinator |  |
| :--- | :--- | :--- | :--- |
| Joe Dan Gold | Morgan Co．Board of Ed． $606-7438001$ | Superintendent |  |
| Addison Whitt | MCHS | $606-743-8051$ | Principal |
| Anita Frederick | MCHS | $606-743-8056$ | Counselor |
| Kathy Frederick | MCHS | $606-743-8083$ | Athletic Director |
| Mathew Perry | MCHS | $606-743-8052$ | Coach |
| Tammy Hensley | MOMS | $606-743-8021$ | Coach |
| Glows Havens | West Liberty | $606-743-3611$ | Parent |

区 Scheduled a minimum of three meetings during the 2003－2004 school year on the following dates：

## August 7

April 4
May 21
$\boxtimes$ Designated the following persons）as the Title IX coordinator for the school：

| Name | Title | Address | Phone |
| :--- | :---: | :---: | :---: |
| Carole Hoskins | Title IX Coordinator | Morgan Co．Bd．of Ed． 606 | $743-8052$ |

【 School personnel are continuing to make periodic reviews of the boys and girls athletics program reflected in the Corrective Action Plan．
$\boxtimes$ In addition to the above information，the above referenced school maintains a complete permanent file relative to Title IX records including copies of the self－assessment audit，all corrective action plans，and other related materials．



# 2003-2004 <br> ACCOMMODATION OF INTERESTS AND ABILITIES <br> <br> SUMMARY PROGRAM CHART 3 

 <br> <br> SUMMARY PROGRAM CHART 3}

KHSAA
Form 13

## Participation Opportunities Test Three

FOR ANY QUESTION ANSWERED " $Y E S$ " IDENTIFY THE RESPECTIVE SPORTS).

|  | GIRLS <br> (Yes / No) | BOYS <br> (Yes / No) |
| :--- | :---: | :---: | :---: |
| 1. For a sport not currently played at the interscholastic level <br> (varsity, junior varsity, or freshman) in your school, is there an <br> intramural team offered for that sport? | NO | NO |
| 2. For a sport not currently offered in your interscholastic <br> athletics program, is there sufficient interest to form a viable <br> interscholastic team based on participation on an intramural <br> team or community recreation teams? | NO | NO |
| 3. For a sport not currently offered, is there sufficient interest <br> to form a viable interscholastic team based on student <br> responses from the interscholastic survey? | NO | NO |
| 4. For a sport currently offered at the varsity level only, is there <br> sufficient interest to form a viable team for a junior varsity, or <br> freshman team that is not currently offered? | NO | NO |
| 5. For a sport currently offered at the junior varsity or <br> freshman level is there sufficient interest to form a varsity team | NO | NO |
| not currently offered? |  |  |

Principal's Signature: $\qquad$ Date 4/12/04

## Levels of Competition Test One

|  |  | Column 1 | Column 2 | Column 3 |
| :---: | :---: | :---: | :---: | :---: |
| Girls | Team Levels | Number of Teams Currently Offered | Number of Participants | Percentage of Participants at Each Level |
| Row 1 | varsity: | 6 | 60 | 64 |
| Row 2 | j.v.: | 3 | 26 | 28 |
| Row 3 | frosh: | 1 | 7 | 8 |
| Row 4 | total: |  | 93 | $100 \%$ |
| Boys |  |  |  |  |
| Row 5 | varsity: | 7 | 64 | 63 |
| Row 6 | j.v.: | 3 | 32 | 31 |
| Row 7 | frosh: | 1 | 6 | 6 |
| Row 8 | total: |  | 102 | $101 \%$ |

1) Column 1, list the number of interscholastic teams offered for girls and boys at each competitive level; varsity, junior varsity, and freshman. (Refer to Form T-2, Accommodation of Interests and Abilities, Summary Program Chart 2, Column 1.)
2) For Column 2, list the number of participants at each level. For girls, total the entries in Rows 1, 2, and 3 into Row 4. For boys, total the entries in Rows 5, 6, and 7 into Row 8. (Refer to Form T-2, Accommodation of Interests and Abilities, Summary Program Chart 2, Column 2.)
3) For Column 3, calculate the percentage of female and male participants at each level.

For girls' varsity, junior varsity, and frosh, respectively:

- Divide Column 2, Row 1 by Column 2, Row 4, and place the percentage in Column 3, Row 1.
- Divide Column 2, Row 2 by Column 2, Row 4, and place the percentage in Column 3, Row 2.
- Divide Column 2, Row 3 by Column 2, Row 4, and place the percentage in Column 3, Row 3.
$\bullet$
For boys' varsity, junior varsity, and frosh, respectively:
- Divide Column 2, Row 5 by Column 2, Row 8, and place the percentage in Column 3, Row 5.
- Divide Column 2, Row 6 by Column 2, Row 8, and place the percentage in Column 3, Row 6.
- Divide Column 2, Row 7 by Column 2, Row 8, and place the percentage in Column 3, Row 7.

Principal's Signature:


Date: $\qquad$ 4/12/04


| G golf | ------ |
| :--- | :--- |
| B golf | 500.00 |



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1．Budget and expenditures on this 2003－2004 year report due by April 15，2004，should reflect the total monies budgeted and spent for the entire year of 2002 －


[^0]Date:


Signature:
 Date: 4/12/04

## Checklist - Overall Interscholastic Athletics Program

ADVANTAGE TO

| Areas of Compliance | ADVANTAGE TO <br> (Respond based on Internal Evaluation by checking the <br> appropriate column.) |  |  |
| :---: | :---: | :---: | :---: |
|  | GIRLS' <br> PROGRAM | BOYS' <br> PROGRAM | NEITHER <br> PROGRAM |
| OPPORTUNITIES |  |  |  |
| Accommodation of Interest and Abilities |  |  | $\mathbf{x}$ |
| BENEFITS |  |  | $\mathbf{x}$ |
| Equipment and Supplies |  |  | $\mathbf{x}$ |
| Scheduling of Games and Practice Time |  |  | $\mathbf{x}$ |
| Travel and Per Diem Allowances |  |  | $\mathbf{x}$ |
| Coaching |  |  | $\mathbf{x}$ |
| Lerker Rooms, Practice |  |  |  |
| and Competitive Facilities |  |  |  |

# 2003-2004 INTERSCHOLASTIC ATHLETICS SURVEY 

Summary of Student Responses

| School Name | Morgan County High School |
| :---: | :--- |
| School Enrollment | 647 |
| Date | $4 / 12 / 04$ |
| Completed By | Kathy Frederick, Athletic Director |

Instructions:

1. Summarize the Student Athletics Interest Surveys Form T-61 by listing the total number of responses on the line next to each sport.
2. Under the Other Category please provide a listing of the sports as well as the number of students who are interested in participating.
3. Please sign and date the Summary Form (T-63) and mail the Summary Form only to the KHSAA by April 15, 2004. Do not mail the student surveys (Form T-61). However, these Forms should be maintained in your files in the event they are requested subsequently.

| 684 | Number of Surveys |
| :--- | :--- |
| -551 | Total Returned (A minimum of $80 \%$ return is expected) |
| $-8-11$ | Grades Surveyed |

How Was The Survey Administered? $\qquad$ Homeroom
(e.g. was it given in all English classes, or all home rooms, or advisee/advisor?)

Fall Sports (List Total Number of Participation Responses)

| 7 | Cross Country (Girls) |
| :---: | :---: |
| 15 | Cross Country (Boys) |
| 1 | Field Hockey (Girls) |
| 90 | Football (Boys) |
| 2 | Golf (Girls) |
| 12 | Golf (Boys) |
| 0 | Soccer (Girls) |
| 25 | Soccer (Boys) |
| 80 | Volleyball (Girls) |
| 50 | Volleyball (Boys) |

Winter Sport (List Total Number of Participation Responses)

| 25 | Basketball (Girls) |
| :---: | :---: |
| 225 | Basketball (Boys) |
| 28 | Gymnastics (Girls) |
| 0 | Indoor Track (Girls) |
| $\underline{0}$ | Indoor Track (Boys) |
| 25 | Swimming \& Diving (Girls) |
| 25 | Swimming \& Diving (Boys) |

Spring Sport (List Total Number of Participation Responses)
__175_Baseball (Boys)
28 Fast Pitch Softball (Girls)
22 Slow Pitch Softball (Girls)
25 Tennis (Girls)
25_ Tennis (Boys)
12 Track (Girls)
13_Track (Boys)

Other Sports (From Student Survey T-61 Question 10)
Name of Sport Number of Students Interested In Participating

| Scoccer |
| :--- |
| Boys wrestling |
| $\square$ |

Number of Students who participate in Intramural Sports. (From Student Survey T-61 Question 5)
Sport Number

Powder Puff Football98
$\qquad$
List Intramural Sports students are interested in adding: (From Student Survey T-61 Question 6)

| Sport |  |
| :--- | :--- |
|  | $\square$ |
| $\square$ | $\square$ |
| $\square$ | $\square$ |

Reasons for not participating in interscholastic athletics.
(From Survey Question 8)
Response Number
_37_I I prefer other activities such as band, chorus, etc.
_53__I don't have time
28 The practice schedules and game times are inconvenient
$\ldots 2$ The sport I like isn't offered
_ 5 It's too expensive
11 I prefer to participate in club or intramural sports
_ 52 _ Working
22 Other

Student Suggestions to encourage participation
More funds for schools sports
Weekend games
Practice during games
Transportation provided from practice

## 2003-2004 KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION ANNUAL VERIFICATION OF TITLE IX PROCEDURES <br> (To be submitted by April 15, 2004 along with other required forms)

The Morgan County High School, West Liberty, Kentucky (Name of High School)<br>(City)

certifies to the Kentucky High School Athletic Association that the following is an accurate and true representation of the facts surrounding compliance with 20 U.S.C. Sections 1681-1688, et. Seq. (also known as Title IX)

I certify the following provisions in accordance with records at the school contained in the permanent Title IX file, and to the best of my knowledge have completed the following tasks. (All boxes must be checked)
$\square$ Established a gender equity committee at the high school. (list committee personnel and provide attachment if necessary)

| Name <br> Carol Hoskins | Address <br> Morgan Co. Board of Ed. <br> Phone | Title |
| :--- | :--- | :--- | :--- |
| Joe Dan Gold | Morgan Co. Board of Ed. $606-7438002$ | Title IX Coordinator |

$\square$ Scheduled a minimum of three meetings during the 2003-2004 school year on the following dates:
August 7
April 4
May 21
$\square \quad$ Designated the following person(s) as the Title IX coordinator for the school:

| Name | Title | Address | Phone |
| :--- | :---: | :---: | :---: |
| Carole Hoskins | Title IX Coordinator | Morgan Co. Bd. of Ed. $606743-8052$ |  |

$\square \quad$ School personnel are continuing to make periodic reviews of the boys and girls athletics program reflected in the Corrective Action Plan.
$\square \quad$ In addition to the above information, the above referenced school maintains a complete permanent file relative to Title IX records including copies of the self-assessment audit, all corrective action plans, and other related materials.


Principal's Signature

|  | 4/12 | 20 04 |
| :--- | :--- | :--- |
| Date |  |  |

Superintendent Signature
School Board Chairpersons' Signature
(Send original copy to KHSAA - Maintain duplicate in Title IX school folder)

## SUMMARY PROGRAM CHART 2

Participation Opportunities Test Two

|  |  |  | Column 1 | Column 2 | Column 3 | Column 4 | Column 5 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Program |  |  | Number of Teams Currently Offered | Number of Participants | Number of Teams Added in Last Five Years | Number of Participants Added in Last Five Years | Percent of <br> Total <br> Participation <br> By Sex Added <br> in Last 5 <br> Years |
| GIRLS | Row 1 <br> Row 2 <br> Row 3 <br> Row 4 | varsity: | 6 | 60 | 0 | 0 | 30: |
|  |  | j.v.: | 3 | 26 | 0 | 0 |  |
|  |  | frosh: | 1 | 7 | 1 | 6 |  |
|  |  | total: | 10 | 93 | 1 | 6 | 6.1\% |
| BOYS | Row 5 | varsity: | 7 | 64 | 0 |  |  |
|  | Row 6 | j.v.: | 3 | 32 | 0 | 0 |  |
|  | Row 7 <br> Row 8 | frosh: | 1 | 6 | 1 | 6 | $\sqrt{2 \pi}$ |
|  |  | total: | 11 | 102 | 1 | 6 | 5,9\% |

1) For Column 1, list the number of interscholastic teams offered for girls and boys at each competitive level (varsity, junior varsity, and freshman). For girls, total each of the entries in Rows 1,2 , and 3 into Row 4. For boys, total Rows 5,6 , and 7 into Row 8.
2) For Column 2, list the number of participants at each level. For girls, total each of the entries in Rows 1, 2, and 3 into Row 4. For boys, total Rows 5, 6, and 7 into Row 8. Note: The totals in Row 4 for girls and in Row 8 for boys must be the same as the totals in Form T-1, Column 3, Rows 1 and 2 respectively.
3) For Column 3, list the number of interscholastic teams that have been added in the last five years at each competitive level. Count each team added during the 5 year period only one time. e.g. Girl's junior varsity soccer was added 3 years ago, count the team only once, not 3 times. For girls, total the entries in Rows 1, 2, and 3 into Row 4. For boys, total Rows 5, 6, and 7 into Row 8.
4) For Column 4, list the number of participants that are currently on each level of the teams that were added in the last five years. If a team was added previously but no longer exists, there are no current participants to be added for that team. For gitls, total the entries in Rows 1, 2, and 3 into Row 4. For boys, total Rows 5, 6, and 7 into Row 8.
5) For Column 5, calculate the percentage of participants that have been added in the last five years. For girls, take the number in Column 4, Row 4 and divide by the number in Column 2, Row 4. For boys, take the number in Column 4, Row 8 and divide it by the number in Column 2, Row 8.

Note: If the percentage of current participants added in the last five years is $25 \%$ or greater, compliance with test two may be possible. If less than $25 \%$, then compliance with test three should be analyzed. CAUTION: $25 \%$ is not a formal compliance standard.
the names of those who were cut from the team or quit the team prior to the first competitive event. Determine the total number of interscholastic athletics participants that are girls, (and place in Row 1, Column 3). In order to determine the total number of athletics participants, an individual should be counted each time he or she participates on a team. For example, if Jane Doe competes on the varsity volleyball team, the junior varsity volleyball team, the junior varsity basketball team, and the varsity softball team, she should be counted as four participants (do not include club or intramural sports participants, cheerleaders, dance teams, or pom sqads). Calculate the same way for boys and girls. * In addition, should $8^{\text {th }}$ grade students and below play on a Freshman, Junior Varsity, or Varsity team, they should also be counted for each team and sport on which they participate. If applicable, please asterisk the above notation as to how many $8^{\text {th }}$ grade students $\&$ below are included in the totals. Using the same procedure, determine the total number of interscholastic athletic participants that are boys, (and place in Row 2, Column 3). Add Row 1, Column 3 plus Row 2, Column 3 to get total participants and place in Row 3, Column 3.
5) Calculate the percentage of female participation. (Row 1, Column 3 divided by Row 3, Column 3 and place in Row 1, Column 4.)

Calculate the percentage of male participation. (Row 2, Column 3 divided by Row 3, Column 3 and place in Row 2, Column 4.) Note: Row 1, Column 4 plus Row 2, Column 4 should total $100 \%$.

Note: While being within three percent is not a formal compliance standard; if the percent listed in Row 1, Column 4 is within $3 \%$ of Row 1 , Column 2, then it provides a good target within which compliance is tikely.

Principal's Signature: Mullinal Mul! Date $\qquad$

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## Participation Opportunities Test One

|  |  | (Column 1) | (Column 2) | (Column 3) | (Column 4) |
| :---: | :---: | :---: | :---: | :--- | :--- |
|  | Program | Enrollment | Percentage of <br> Total <br> Enrollment | Number of <br> Interscholastic <br> Participants <br> (double and <br> triple count) | Percentage of <br> Total <br> Participation |
| Row 1 | GIRLS |  | 318 | $49 \%$ | 93 |
| Row 2 | BOYS | $\mathbf{3 2 9}$ | $\mathbf{5 1 \%}$ | $\mathbf{1 0 2}$ | $\mathbf{5 2 . 3 \%}$ |
| Row 3 | Totals | 647 | 100 | 195 | $100 \%$ |

Instructions:
*Number of $8^{\text {ih }}$ grade students \& below used in Column 3 and Column 4 calculations if applicable: 10

1) Determine the total number of girls enrolled, (place in Row 1, Column 1).

Determine the total number of boys enrolled, (place in Row 2, Column 1).
2) Add the total number of girls and boys enrolled to determine total enrollment, (place in Row 3, Column 1).
3) Calculate the percentage of total enrollment that is female. (Divide Row 1, Column 1 by row 3, Column 1 and place in Row 1, Column 2.) Calculate the percentage of total enrollment that is male. (Divide Row 2, Column 1 by Row 3, Column 1 and place in Row 2, Column 2.) Note: Row 1, Column 2 plus Row 2, Column 2 should total $100 \%$.
4) Ask the head coaches to review the most updated eligibility or squad lists for their teams. Ask coaches to confirm the names of those individuals who are on the team as of the first date of competition, and cross out


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