## CRP Review Process and Timeline

1. Upon receipt of a referral, the panel chair must confirm that the referral was received within 30 calendar days of the date of the IHSAA's decision. If the referral does not include a copy of the IHSAA's decision, the panel chair will immediately request that the IHSAA fax or email a copy of the decision.
    a. If the referral is not timely, the panel chair will notify the parent in writing within two business days of receipt of the referral, and the panel will take no further action on the referral.
    b. If timely, the panel chair will assign a referral number and call a meeting of the panel.
2. In cases in which time is a factor in relation to the scheduling of an athletic competition, the panel chair will call the meeting within five business days of the receipt of the referral or as soon thereafter as a quorum of the CRP (5 members) can be assembled. In all other cases the panel chair will call the meeting at the earliest date a quorum of the CRP is available.
3. At the discretion of the panel chair, the panel may meet in person or via electronic means (e.g. teleconference, audio conference, videoconference, etc.).
4. As part of calling a meeting, the panel chair, with assistance from IDOE administrative support staff does the following:
    a. Collects testimony and other information by requesting the transcript and record from the IHSAA.
    b. Contacts CRP members and determines the date and time of the meeting based on member availability.
    c. Provides a copy of the transcript and record to panel members who will be attending the meeting.
    d. Secures meeting room or necessary technology for the meeting date and time.
    e. Sends written notice to the parties advising that the CRP
        i. Will meet on [date and time] and that the referred case has been included on the CRP's agenda for that date;
        ii. Collects testimony and information via the transcript and record from the IHSAA;
        iii. Will review and consider the testimony and information in the case; and
        iv. Will issue a written decision within 10 business days of the date of the meeting.

5. The panel chair convenes the meeting at the scheduled date, time, and place. The CRP considers the case based on the transcript and any exhibits from the case below. The meeting is not audio or otherwise verbatim recorded.
6. The CRP upholds, modifies, or nullifies the IHSAA's decision based on the affirmative vote of the either the majority of members present or four members of the panel.
7. At the conclusion of the meeting,
    a. The panel chair authors the CRP's written decision and emails a draft decision to the members present at the meeting no later than three business days after the meeting.
    b. No later than three days after receiving the draft decision, CRP members must email the panel chair and other members with any proposed changes to the draft decision.
    c. The panel chair mails the final written decision, including a statement of appeal rights, to the parties no later than ten business days after the CRP meeting. The decision shall be mailed via certified mail-return receipt or similar manner that provides confirmation of each party's receipt of the decision.
8. The panel chair returns the record and a copy of the written decision to IDOE general counsel.
9. The panel chair of the CRP may consult with the IDOE's general counsel or staff attorney as needed at anytime throughout the process.