

High School

Account Review Form

PURPOSE

Thank you for beginning the high school account review process with the NCAA Eligibility Center! The purpose of this form is to provide information about your high school's policies and operations. The Eligibility Center will review your response according to NCAA Division I Bylaw 14.1.2.2 and Division II Bylaw 14.1.2.3 and the criteria for review of high school accounts as noted in the [NCAA High School Review Committee Policies and Procedures](#).

DIRECTIONS

Please download and complete the form. Once complete, upload the form to the [High School Portal](#).

This form must be completed by the primary or secondary contact listed in your high school's Eligibility Center account. To update your high school's contacts, log in to the [High School Portal](#) and visit Update Contact Info. *Questions about this form?* Have your high school's **PIN** ready and call the Eligibility Center's high school support line at 877-622-2321, Monday-Friday 8:30 a.m. to 5 p.m. Eastern time.

HIGH SCHOOL INFORMATION

High School Name: _____

High School Code: _____

City: _____ State: _____ Zip: _____

YOUR CONTACT INFORMATION

Name: _____ Title: _____

Email: _____ Phone: _____

By submitting this information to the NCAA Eligibility Center, I verify that the information is complete and accurate. I further verify that the information has been reviewed and approved by the individual(s) qualified to do so in my high school. I also acknowledge that information gathered or submitted during the review process may be shared with the appropriate educational oversight entities (e.g., regional accrediting agency, state department of education, district superintendent, charter authorizer, school board, etc.). The responses I am providing for the purposes of this review are considered my high school's full and final submission.



HIGH SCHOOL POLICIES AND OPERATIONS

1. Please select your high school type:

Public Private

2. Does your high school employ the teachers responsible for instruction and assessment of students' coursework?

Yes No

a. If yes, what are the minimum degree and/or content area certification requirements for teachers at your high school?

b. If yes, how often and by what means are teachers at your high school evaluated?

c. If no, please provide the name(s) of any entities or platforms responsible for instruction and assessment of students' coursework.

3. What are the minimum degree and/or certification requirements for administrators at your high school?

4. Is your high school part of a district?

Yes No

a. If yes, please provide the district name.

5. When was your high school established?

Month: _____ Year: _____



6. Is your high school accredited?

Yes No

a. If yes, please provide the name of the accrediting agency or association.

b. If yes, please provide the certification date.

Month: _____ Year: _____

7. Does your high school enroll any international students?

Yes No

a. If yes, does your high school complete the Form I-20 for international students?

Yes No

i. If no, please provide the name of the exchange visitor program sponsor(s) with which your school works.

8. Does your high school provide and/or coordinate housing for students?

Yes No

a. If yes, please provide a detailed explanation of the specific arrangements your high school provides and/or coordinates.

9. Does your high school provide and/or coordinate meals for students?

Yes No

a. If yes, please provide a detailed explanation of the specific arrangements your high school provides and/or coordinates.

10. Does your high school provide homeschooled students and their parents any of the following: transcript services, high school diploma, record keeping, or review of course materials?

Yes No

a. If yes, please provide information about services offered for homeschooled students.



11. Does your high school offer athletics?

Yes No

a. If yes, what sports are offered?

b. If yes, do all student-athletes compete under a scholastic governing body (e.g., state athletics association)?

Yes No

i. If yes, please provide the name the scholastic governing body.

ii. If no, please explain.

c. If yes, what are the minimum requirements/credentials for coaches at your high school?

12. Is your high school affiliated with a traveling sports team, athletics training facility, or other athletically related entity?

Yes No

a. If yes, please provide the name of the affiliated traveling sports team, athletics training facility, or other athletically related entity.

b. If yes, please provide details of the affiliation.



13. Does your high school award credit for high school courses?

Yes No

a. If no, please explain.

14. Does your high school operate on a traditional academic calendar or through rolling enrollment with flexible start/end dates?

Traditional academic calendar Rolling enrollment

a. If your high school offers a traditional academic calendar, after which marking period(s) does your high school award grades and credits (if applicable) on official transcripts/grade reports (select all that apply)?

Quarters Trimesters Semesters Full Year Other

i. If other, please explain.

15. List the administrators who have authority to sign official academic records.

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

16. Does your high school grant diplomas?

Yes No

a. If yes, may students receive a diploma from your high school without taking courses from your high school?

Yes No

b. If yes, please explain.

17. What type of grades are reported on your high school's transcripts/grade reports?

- Alpha Numeric Other

a. If numeric, please complete the following chart.

Grade	Minimum Percentage	Maximum Percentage
A		
B		
C		
D		
F		

b. If other, please explain.

18. Does your high school offer credit-by-exam (i.e., credit awarded for courses solely based on one examination or assessment)?

- Yes No

a. If yes, please provide the designation that identifies such course completions on your high school transcripts/grade reports.

19. What is the maximum number of courses students can take per term and/or concurrently?



20. Are students permitted to concurrently take sequential courses within the same academic discipline (e.g., Spanish 1 and Spanish 2)?

Yes No

a. If yes, please describe the circumstance(s) in which a student would be permitted to concurrently take sequential courses.

b. If yes, please list sequential courses that may be taken concurrently in each of the following subject areas:

Subject	Courses
English	
Math	
Science	
Social Science	
World Language	

