



Home School Checklist

- ❑ Create an account and register with the NCAA Eligibility Center at eligibilitycenter.org. Registration includes completing the amateurism questionnaire and paying the registration fee.
- ❑ Submit payment for registration fee of \$80 for U.S., U.S. Territories and Canadian students (U.S. Territories include American Samoa, Guam, Northern Mariana Islands, Puerto Rico and U.S. Virgin Islands); \$135 for all others (international students).
 - The student is eligible for a waiver of the registration fee only if he or she received a waiver of the SAT or ACT fee. (*This is not the same as a U.S. state voucher.*)
 - To receive a registration fee waiver, please email a copy of the letter from the SAT or ACT granting the fee waiver to ec-processing@ncaa.org.

Required Documentation

Each of the items listed below (A, B, C, D and E) must be on file with the NCAA Eligibility Center in order for home school coursework to be considered.

❑ Item A: Home School Transcript

The submitted high school transcript must include the following elements:

- Ninth grade start date (month/day/year).
- Course titles.
- Grades awarded.
- Units of credit for each course.
- Grading scale (if numeric grading is used, alpha/letter equivalent needed).
- **Handwritten signature** of the home school administrator.
- Academic year in which course was taken (e.g., “11th Grade,” “Junior Year 2016-17”).
- Graduation date (month/day/year).
- Full name and complete home address of student.

Keep in mind!

Failure to include all elements listed above will result in the transcript being declared unofficial.



When to Submit Transcripts

Transcripts should be sent at the end of the sixth semester and after graduation. Please be sure to use the [Home School Cover Sheet](#) and include the student's name and NCAA ID number on all documents.

- For more information, see the "Transcript Information" section of the [Home School Toolkit](#).

☐ Item B: Administrator and Accordance Statement

This signed statement indicates who managed the home school program (e.g., who taught and evaluated the coursework, awarded grades and issued credit), and that home schooling was conducted in accordance with state laws.

- For more information, see the "Administrator and Accordance Statement" section of the [Home School Toolkit](#).

☐ Item C: High School Core-Course Worksheet

Submit a [core-course worksheet](#) for each core course used throughout home schooling for English, math, natural or physical science, social studies, foreign language, nondoctrinal religion or philosophy courses.

- *A core-course worksheet is not required for college courses.* However, course(s) must be listed on the home school transcript with grade and credit and clearly designated as a college course. The name and location (city and state) of the college must be included on the transcript.
- *A core-course worksheet is not required for fine arts courses (Health, Physical Education, Art).*
- For more information, see the "Core-Course Worksheet Information" section of the [Home School Toolkit](#).

☐ Item D: Proof of high school graduation

Proof of high school graduation must include the specific graduation date (month/day/year).

- If you were home schooled in New York or Hawaii, see the "Exceptions" section of the [Home School Toolkit](#) for important information.
- For more information on acceptable proof of graduation, see the "Accepted Proof of Graduation" section of the [Home School Toolkit](#).



❑ Item E: Standardized test score (ACT and/or SAT)

Standardized test score (ACT and/or SAT) must be submitted directly from the testing agency using code **9999** during test registration to select the NCAA Eligibility Center as a score recipient.

- Test scores received on a transcript cannot be used by the NCAA Eligibility Center.
- A Student Score Report or scores taken directly from a Student Score Report *cannot* be accepted by the NCAA Eligibility Center for initial-eligibility purposes.

Submitting Student Records

Best Practice: Upload via High School Portal

An approved home school umbrella program with access to the High School Portal can upload transcripts. Uploading is the preferred method of submitting transcripts, and best practice, as uploaded documents are immediately attached to the student's NCAA Eligibility Center account. (Documents emailed or sent via U.S. mail require additional processing time.)

An approved home school umbrella program can upload home school transcripts directly through the [High School Portal](#).

Note: Only home school administrators or home school umbrella programs can submit student documentation. Student-submitted documentation will not be accepted.

- For more information on uploading documents within the High School Portal, view the video "[How to Upload Transcripts](#)," or the document titled "[How to Upload Transcripts Printable Tutorial](#)," located in the Transcript Information area of the High School Portal.

Other Options

If not uploaded through the [High School Portal](#), umbrella program transcripts are also accepted:

- If sent via standard mail to one of following addresses:

Mailing Address:
NCAA Eligibility Center
P.O. Box 6222
Indianapolis, IN 46202-6222

Overnight/Express Mailing Address:
NCAA Eligibility Center
Home School Evaluation
1802 Alonzo Watford Sr. Drive
Indianapolis, IN 46202

- If sent via email to ec-processing@ncaa.org.



Keep in mind!

Please be sure to include the college-bound student-athlete's NCAA ID number with all submitted student records, regardless of the method of submission.

Note: Only home school administrators or home school umbrella programs can submit student documentation. Student-submitted documentation will not be accepted.

Reminder: The NCAA Eligibility Center will evaluate home school coursework only after all required documents have been received and an evaluation has been requested by an NCAA school.

Review Process

The NCAA Eligibility Center will evaluate home school coursework only after 1) *all required documents have been received* and 2) *an evaluation for the student has been requested by an NCAA school*.

- After the information listed above is received, the NCAA Eligibility Center may need to request additional information or clarification before completing an academic certification. Please note that home school-specific tasks will not be marked complete at the time of receipt. The task will be closed at the time the documents are reviewed.

Additional Information That May Be Needed:

- Transcript from any other high school, college or nontraditional program attended (official copy directly from issuing institution).

Additional Questions

If you have additional questions, please review the [Frequently Asked Questions](#) section online, or contact our customer service staff at 877-262-1492.

Last update: March 2018