HOME SCHOOL CHECKLIST

Students wanting to compete in NCAA sports need to register with the NCAA Eligibility Center at eligibilitycenter.org. Students should plan to register before their freshman year of high school (year nine of secondary school).

### NCAA Eligibility Center Account Types

<table>
<thead>
<tr>
<th>Division</th>
<th>In which division do you plan to compete?</th>
<th>Academic and Amateurism Certification Account</th>
<th>Amateurism-Only Certification Account</th>
<th>Profile Page Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division I</td>
<td>Any recent high school graduate (domestic or international), first-time enrolling at NCAA school.</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Transferring from a two- or four-year college or university. Check with compliance office at the school you may attend.</td>
<td>✓ OR ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Division II</td>
<td>Any recent high school graduate (domestic or international), first-time enrolling at NCAA school.</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Transferring from a two- or four-year college or university. Check with compliance at the school you may attend.</td>
<td>✓ OR ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Division III</td>
<td>Recent high school graduate (domestic only), first-time enrolling at NCAA school.</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Recent high school graduate (international only), first-time enrolling at NCAA school.</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Transferring from a two- or four-year college or university, attended domestic high school(s) only.</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Transferring from a two- or four-year college or university, attended at least one international high school.</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Division Undecided/Unknown</td>
<td>Never enrolled full time at a two- or four-year college or university. Best for younger students or before recruiting begins. Can be transitioned to a Certification account when needed.</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For the Academic and Amateurism Certification account, the fee for college-bound student-athletes attending a high school in the United States, a U.S. territory or Canada is $100; the fee for international students is $160. For students for which an Amateurism-Only Certification account is the right choice, the fee for all students is $70. Profile Page accounts do not have a fee.

» If students are unable to pay the registration fee for the NCAA Eligibility Center due to financial considerations, there is an option in the Payment section of their Eligibility Center account to indicate they are eligible to receive a fee waiver. Students are eligible for an Eligibility Center fee waiver if they meet any of the fee waiver criteria.

* If a student meets any of the fee waiver criteria and has not attended a U.S. high school (e.g., international students, home school students), a task will be assigned to their Eligibility Center account with additional instructions for completing the fee waiver requirement.
**Required Documentation**

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

- **Item A: Home School Transcript**
  The submitted home school transcript must include the following elements:
  - Ninth grade start date (mm/dd/yyyy).
  - Course titles.
  - Grades achieved.
  - Units of credit for each course: Increments of .25, .50, .75, 1.0 or .34 or .67.  
    *Note:* No course shall receive more than 1.0 unit of credit.
  - Grading scale (if numeric grading is used, alpha/letter equivalent needed).  
    *Example:* 100-90=A; 89-80=B; 79-70=C; 69-60=D; 59-0=F.
  - Signature from the home school administrator.
  - Academic year in which course was taken (e.g., “11th Grade,” “Junior Year 2022-23”).
  - Graduation date (mm/dd/yyyy).
  - Full name and complete home address of student.

**ADDITIONAL INFORMATION**

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

**When to Submit Home School Documents**

Transcripts should be sent at the end of the sixth semester and after graduation. Be sure to use the Home School Email Cover Sheet and include the student’s name and NCAA ID on all documents.

- For more information, see transcript information.

- **Item B: Administrator and Accordance Statement**
  The Administrator and Accordance Statement is a signed statement indicating 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.

- **Item C: Core-Course Worksheet**
  Submit one Core-Course Worksheet for each core course completed throughout home schooling in the areas of English, math, science, social science, world language, comparative religion or philosophy.

- 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 (art, health, physical education).

A Nontraditional Core-Course Worksheet will be required for any core course completed using a nontraditional home school provider.

For more information, see core-course worksheet information.

☐ Item D: Proof of Graduation, including Graduation Date (mm/dd/yyyy of graduation).

If you were home schooled in New York or Hawaii, see Exceptions for important information.

If you intend to graduate from FLVS Flex, and are a Florida resident, see Exceptions for important information.

For more information on acceptable proof of graduation, see Accepted Proof of Graduation.

How to Submit Student Records

Best Practice: Submit via Email

Email is the preferred method of document submission. All home school documentation should be emailed to ec-processing@ncaa.org. Keep in mind, this email is intended for document submission only. Please direct any case-specific or process-related questions to our customer service team at 877-262-1492. Note: Documents submitted via email will be accepted only if sent from an email listed on the Administrator and Accordance Statement.

Standard Mail

If sending via standard mail, please use one of the following addresses:

Mail
NCAA Eligibility Center
P.O. Box 6222
Indianapolis, IN 46202-6222

Overnight/Express Mail
NCAA Eligibility Center
Home School Evaluation
1802 Alonzo Watford Sr. Drive
Indianapolis, IN 46202
**Review Process**

The 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 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. The home school review may take up to 10 business days.

**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 our [Frequently Asked Questions](#) or contact the Eligibility Center at 877-262-1492 Monday-Friday, 9 a.m. to 5 p.m. Eastern time.