

Home School Checklist

- ❑ 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 \$90 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); \$150 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 (MM/DD/YYYY).
- 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 2020-21”).
- Graduation date (MM/DD/YYYY).
- 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.
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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 Email Cover Sheet](#) and include the student’s name and NCAA ID 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* (including art, health, physical education).
- 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 (MM/DD/YYYY).

- 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 (SAT and/or ACT).**

Standardized test score (SAT and/or ACT) 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.
- For information on the impact of COVID-19 and test scores, visit on.ncaa.com/COVID19_Fall2022.

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 inbox 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, Indiana 46202-6222

Overnight/Express Mail

NCAA Eligibility Center
Home School Evaluation
1802 Alonzo Watford Sr. Drive
Indianapolis, IN 46202

Note: Please be sure to include the college-bound student-athlete's NCAA ID with all submitted student records, regardless of the method of submission. Only home school administrators or home school umbrella programs can submit home school student transcripts. All other home school documentation must be provided by the home school administrator (e.g., parent/guardian).

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.