



ELIGIBILITY CENTER



NCAA
HOME SCHOOL
TOOLKIT
2023-24



ELIGIBILITY CENTER

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ELIGIBILITY CENTER

INFORMATION

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Contact

U.S. and Canada (except Quebec):
 877-262-1492 (toll free)
 Monday-Friday
 9 a.m. to 5 p.m. Eastern time
ec-processing@ncaa.org

International (including Quebec):
on.ncaa.com/IntlContact

Certification Processing

NCAA Eligibility Center
 Certification Processing
 P.O. Box 7110
 Indianapolis, IN 46207-7110

Overnight Delivery

NCAA Eligibility Center
 Certification Processing
 1802 Alonzo Watford Sr. Drive
 Indianapolis, IN 46202

HAVE A QUESTION ABOUT NCAA ELIGIBILITY?

- » Read this toolkit.
- » Search frequently asked questions at ncaa.org/studentfaq.
- » Check the Help section of eligibilitycenter.org.
- » Contact the NCAA Eligibility Center.



HOME SCHOOL INFORMATION SHEET

What does the NCAA consider “Home Schooling”?

Generally, if a parent/guardian or tutor creates the curriculum, provides instruction, assesses the coursework and/or awards grades and credit, the student is considered to be a home-schooled student-athlete.

Learning at home does not necessarily equate to being home schooled. Because of the tremendous growth of online and virtual education, a student may be able to learn at home through an online school with online teachers, which would not be considered parent/guardian-directed home school.

To help determine whether a college-bound student-athlete would be considered home schooled, please review the following questions. This will help you determine whether the student’s schooling would be considered “home school” or “nontraditional.” *Remember:* The NCAA definition for nontraditional courses includes courses taken online through a program that provides teachers, assessments and grading.

Who created or developed the curriculum for the courses?	Probable Category
Outside school or program.	Nontraditional Course
Home school parent/guardian, tutor or umbrella program.	Home Schooling

Who provides the instruction in the courses?	Probable Category
Outside school or program.	Nontraditional Course
Home school parent/guardian, tutor or umbrella program.	Home Schooling

Who designed or created the assignments and assessments?	Probable Category
Outside school or program.	Nontraditional Course
Home school parent/guardian, tutor or umbrella program.	Home Schooling

Who evaluates or grades the assignments and assessments?	Probable Category
Outside school or program.	Nontraditional Course
Home school parent/guardian, tutor or umbrella program.	Home Schooling

Who determines what score or grade is achieved in the course(s)?	Probable Category
Outside school or program.	Nontraditional Course
Home school parent/guardian, tutor or umbrella program.	Home Schooling

Who is responsible for producing a student transcript or grade report?	Probable Category
Outside school or program.	Nontraditional Course
Home school parent/guardian, tutor or umbrella program.	Home Schooling

Note: If your answer to one or more of the questions above is “the home school parent/guardian, tutor or umbrella program” you would likely be considered a home-schooled student-athlete.

Nontraditional Home School Provider

Home school administrators may also purchase/implement nontraditional curriculum in the home school program. If a nontraditional home school provider is used in the home school program, the home school administrator will be required to complete the **Nontraditional Core-Course Worksheet**.

[Click here](#) to review nontraditional home school providers.

Home School Course Evaluation

The only courses that require a home-schooling evaluation are those in which the home school parent/guardian, tutor or umbrella program is the one is responsible for all the following:

- » Planning and delivering actual instructional activities (lectures, discussions, tutorials, feedback, assistance, etc.).
- » Determining the student's comprehension of the material by grading and evaluating student performance and achievement on assignments and assessments and providing appropriate re-teaching (if necessary) and feedback.
- » Determining the overall grade the student achieved in the course.
- » Either placing the grade on a transcript/grade report or reporting the grade to a transcription agency or entity.

The following home school documentation is required for the course(s) to be considered in an academic certification:

- » [Home school Transcript Example](#).
- » [Administrator and accordance statement information](#).
- » [Core-Course Worksheet](#) or [Nontraditional Core-Course Worksheet](#) for each core course completed.

Coursework Completed Outside of Home School

Traditional/Nontraditional High School/Program Coursework

For any outside traditional/**nontraditional coursework** completed in addition to the home school program, the college-bound student-athlete should:

- » Include the high school/program in their education profile.
- » **Check the status** of the high school/program to ensure it is "Cleared," and has an approved core-course list. (Be sure to review the Additional Information section.)
- » Ask for an official transcript or grade report to be **submitted directly** to the NCAA Eligibility Center.
- » If coursework completed outside of home school is included on a home school transcript, it should be designated as completed elsewhere. This designation should indicate where the coursework was completed, listing the name of the high school or program.

To learn more about core-course requirements, [click here](#).

Dual-Enrollment Coursework

Dual-enrollment coursework may be used to satisfy NCAA core-course requirements if:

- » The courses appear on the home school transcript with grade and credit and meet all other requirements for core courses.
 - Dual-enrollment coursework must also be clearly designated on the student's home school transcript as a college course and should indicate where the college course was completed, listing the name and location (city and state) of the two- or four-year school attended.
- » For dual-enrollment coursework completed at a two- or four-year college, no Core-Course Worksheet is required but the college transcript must be provided.

The **Administrator and Accordance Statement** is required even if the home school coursework is exclusively dual enrollment completed through a college/university.

Reminder: The Eligibility Center will evaluate home school coursework only after all required documents have been received and after the student has been placed on an NCAA school's **institutional request list**. An NCAA school's compliance office is not required to add the student to their IRL, but may do so if the coaches at that NCAA school are recruiting the student by choosing to add them to their IRL. Please check with the compliance office at the NCAA school the student may attend for more information about this process.

Registered as a Home School Student in Error

If a student erroneously registers with the NCAA Eligibility Center as a home school student, the home school flag and tasks in a student's account cannot be removed until the following is received by the Eligibility Center:

- » All transcripts, **from each high school attended**, through the first six semesters.

Once this information has been received, the student may contact the Eligibility Center to request the transcripts be reviewed by Home School Review staff to evaluate if the home school flag is appropriate. If it is determined that the student was not home schooled, the home school flag will be removed and the related open tasks will be deleted. **Note:** This review may take up to five business days.

Upon review of the transcript(s), if evidence of home schooling exists, the student will be required to provide the appropriate home school documentation for review:

- » **Home School Transcript Example.**
- » **Administrator and Accordance Statement.**
- » **Core-Course Worksheet** for each core course completed.



REGISTRATION CHECKLIST

If a student wants to compete in NCAA sports, they need to register with the NCAA Eligibility Center at eligibilitycenter.org. The student should plan to register before their freshman year of high school (or year nine of secondary school).

Which account type does the student need?

- 1. Profile Page Account:** If the student is not sure in which division they want to compete, or are a domestic student who plans to compete at a **Division III school**, they should register for a free Profile Page account. If at any time they wish to pursue a Division I or II path, they'll be able to **transition** their account to the required **certification account**.
- 2. Academic and Amateurism Certification Account:** The student must receive an academic and amateurism certification from the Eligibility Center to compete at an NCAA Division I or II school. The student must complete the Academic and Amateurism

Certification account registration (including payment or **fee waiver**) before they go on official visits, sign a **National Letter of Intent**, receive an athletics scholarship or compete at a Division I or II school.

- 3. Amateurism-Only Certification Account:** If the student is an **international student-athlete** (first-year enrollees and transfers), they must receive an amateurism certification from the Eligibility Center to compete at an NCAA Division III school. The student must register with a certification account and receive their final amateurism certification before they can compete at a Division III school.

NCAA ELIGIBILITY CENTER ACCOUNT TYPES					
In which division do you plan to compete?	Academic and Amateurism Certification Account		Amateurism-Only Certification Account		Profile Page* Account
Division I					
Any recent high school graduate (domestic or international), first-time enrolling at NCAA school.	✓				
Transferring from a two- or four-year college or university. Check with the compliance office at the school you may attend.	✓	OR	✓		
Division II					
Any recent high school graduate (domestic or international), first-time enrolling at NCAA school.	✓				
Transferring from a two- or four-year college or university. Check with the compliance office at the school you may attend.	✓	OR	✓		
Division III					
Recent high school graduate (domestic only), first-time enrolling at NCAA school.					✓
Recent high school graduate who maintains a permanent residence outside of the U.S.			✓		
Recent high school graduate who attended high school or college outside of the U.S. for any time (excluding U.S.-based students who study abroad).	✓	OR	✓	OR	✓
Recent high school graduate (international only), first-time enrolling at NCAA school.			✓		
Recent high school graduate who competed outside of the U.S.			✓		
Transferring from a two- or four-year college or university, attended domestic high school(s) only.					✓
Transferring from a two- or four-year college or university, attended at least one international high school (U.S. territories are considered domestic).			✓		
Division Undecided/Unknown					
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.					✓

Once the student has determined the right account, they must visit eligibilitycenter.org to register. For a Profile Page account, allow 15 minutes to complete. For certification accounts, allow between 30 and 45 minutes to complete. If the student needs to exit and come back at a later time, they can save and exit once their account is created.

**Unsure which account type is right for the student?* They should start with our [free Profile Page account](#), then check with the compliance office at the NCAA school the student may attend. If they need additional assistance, they should contact the Eligibility Center's Customer Service team at 877-262-1492, 9 a.m. to 5 p.m. Eastern time Monday-Friday for assistance. International students (including Quebec) should use the [International Contact Form](#) to submit questions.

Fee Waivers

For the Academic and Amateurism Certification account, the fee for college-bound student-athletes attending a high school in the U.S., [U.S. territories](#) 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 the student is 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're eligible to receive a fee waiver. For more information regarding fee waiver criteria, visit on.ncaa.com/FeeWaiver.
- If a student meets any of the fee waiver criteria and has not attended a U.S. high school (e.g., [international students](#), [home-schooled students](#)), a [task](#) will be assigned to their Eligibility Center account with additional instructions for completing the fee waiver requirement.



SUBMITTING STUDENT RECORDS

Document Submission

Student records should be submitted once the college-bound student-athlete completes their first six semesters of coursework. Generally, this is the time NCAA schools request an account be evaluated. Student records may also be submitted when coursework is completed at the end of each academic year. An updated [home school transcript](#) and [Core-Course Worksheets](#) should be submitted at the end of each academic year in this instance.

Note: The [Administrator and Accordance Statement](#) should only be submitted once.

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:

Certification Processing

NCAA Eligibility Center
P.O. Box 7110
Indianapolis, IN 46207-7110

Overnight Delivery

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

Note: Embedded links cannot be accepted.

ADDITIONAL INFORMATION

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



HOME SCHOOL TRANSCRIPT INFORMATION

Transcript Submission

Transcripts may be created and submitted by a parent/guardian or they may be submitted by an umbrella program. See [home school umbrella program](#) for additional information on umbrella programs.

Transcript Information Requirements

All home school transcripts must include the following to be considered sufficient/official:

- » Ninth grade start date (mm/dd/yyyy).
Note: This date should reflect when the student started ninth grade, regardless of where the student was attending ninth grade and/or if the student completed any pre-ninth grade coursework.
- » 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 the course was taken (e.g., “11th Grade,” “Junior Year 2023-24”).
- » Graduation date (mm/dd/yyyy).
- » Full name and complete home address of student.

ADDITIONAL INFORMATION

If ANY of the above information is missing, the transcript may NOT BE USED.

Dual-Enrollment Coursework Crediting

Dual-enrollment coursework may be used to satisfy NCAA core-course requirements if the courses appear on the home school transcript with grade and credit and meet all other requirements for core courses. Dual-enrollment coursework must also be clearly designated on the student’s home school transcript as a college course and should indicate where the college course was completed, listing the name and location (city and state) of the two- or four-year school attended. The home school administrator will determine the amount of credit to be awarded for the completion of a dual-enrollment course. For dual-enrollment coursework completed at a two- or four-year college, no Core-Course Worksheet is required but the college transcript must be provided.

Note: Whether core-course or dual enrollment, no course shall receive more than 1.0 unit of credit in an academic certification.

Grading Scale Examples

The following examples indicate the information required on a grading scale, as well as two variations of how the grading scales may be presented.

Note: If courses are awarded pass/fail, the “pass” grades will be awarded a letter grade of D.

Example A:

- » A=numerical value (e.g., A=100-90)
- » B=numerical value (e.g., B=89-80)
- » C=numerical value
- » D=numerical value
- » F=numerical value

Example B:

Letter	Value Range	
A	100	90
B	89	80
C	79	70
D	69	60
F	59	50



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HOME SCHOOL TRANSCRIPT EXAMPLE

Student Information	School Information
Name: Rosie Runner Address: 1600 One Mile Trail Speedway, Indiana 46111 Phone: 333-123-4567 Email: fast_runner@email.com Date of Birth: mm/dd/yyyy 9th Grade Start Date: mm/dd/yyyy Graduation Date: mm/dd/yyyy Parent/Guardian(s): Randall and Ruby Runner	Name: Runner Academy Address: 1600 One Mile Trail Speedway, Indiana 46111 Phone: 333-123-4567 Email: runner_academy@email.com

Academic Record

GRADE/YEAR	COURSE	GRADE	CREDIT	
8th 2021-22	Algebra I	A	1.0	
9th 2022-23	Geometry	A	1.0	
	English 9	A	1.0	
	Geography	A	1.0	
	Physical Science	A	1.0	
	Spanish I*	B	1.0	
	Strength Training I	A	1.0	
	Health	A	1.0	
	Health	A	1.0	
10th 2023-24	Algebra II	A	1.0	
	English 10	A	1.0	
	World History	A	1.0	
	Biology with Lab	A	1.0	
	Spanish II*	B	1.0	
	Strength and Training II	A	1.0	
	Music Appreciation	A	1.0	
	Critical Thinking	B	1.0	
	11th 2024-25	Pre-Calculus	B	1.0
		English 11	B	1.0
		Composition I**	B	1.0
		American History	A	1.0
		Chemistry	A	1.0
		Spanish III*	A	1.0
Government		B	1.0	
12th 2025-26	English 12	A	1.0	
	Composition II**	B	1.0	
	Physics	A	1.0	
	Western Civilization	B	1.0	
	College Spanish**	B	1.0	
	Economics	A	1.0	
	Strength Training III	A	1.0	

Notes

*Course completed at XYZ Virtual School.

**Dual enrollment at Marathon College (Indianapolis, IN). The official two- or four-year college or university transcript is required.

Grading Scale

A=100-90
B=89-80
C=79-70
D=69-60
F=59-0

Academic Summary

Cumulative GPA: 3.666
Credits Earned: 30
Diploma Earned:
Expected Graduation Date:
mm/dd/yyyy

Home School Administrator: Ruby Runner Date: mm/dd/yyyy

HIGHLIGHTED ITEMS ARE REQUIRED.
TRANSCRIPTS WITHOUT THESE ITEMS MAY NOT BE USED.



PROOF OF GRADUATION

Accepted Proof of Graduation

Any of the following can be accepted as proof of graduation:

- » Diploma showing month, day and year of graduation.
- » Home school transcript showing month, day and year of graduation.
- » State-recognized equivalency exam test results and diploma.

Exceptions

New York and Hawaii

The NCAA Eligibility Center cannot accept proof of graduation from a diploma issued by a home school in New York or Hawaii because they do not recognize home school diplomas. If a student is home schooled in one of these states, and does not graduate from a high school, the local school district or state board of education must review the student's home school record and provide a written letter indicating the student has met the state's graduation requirements or the equivalent. The letter must clearly state the month, day and year the student met graduation requirements.

In order to satisfy proof of graduation requirements and meet the NCAA's graduation requirements, the student may also provide the test results and diploma/certificate earned from passing the state-recognized equivalency exam.

High School Equivalency Exam

A state high school equivalency exam (e.g., General Education Development) may be accepted as proof of graduation for home school students under certain conditions, but it will not satisfy requirements for core courses or GPA. The equivalency exam may be accepted as proof of graduation if taken *after* the graduation date of the student's class *but before* full-time enrollment into any college or university. An official copy of the applicable certificate, along with test scores, will be required.

Note: A state high school equivalency exam *cannot* be used to satisfy proof of graduation requirements for the Eligibility Center if it was taken *before* the date the student would normally have graduated with their class. On-time graduation is typically based on the local school's academic calendar.

Florida Virtual Full-Time (102414)

If a student attends and graduates from Florida Virtual Full-Time, (high school CEEB 102414), a diploma will be awarded.

Florida Virtual Flex (101541)

A student *cannot graduate* from Florida Virtual Flex (high school CEEB 101541), as high school diplomas are not awarded. If graduating from Florida Virtual Flex as a home school student, the [Home School Completion Affidavit](#) is required.

- » The Home School Completion Affidavit must be signed by a parent/guardian and include the actual date on which the student met graduation requirements (mm/dd/yyyy).
- » As the affidavit does not include a section for the actual date of graduation, it must be added by the parent/guardian.

Remember: Florida Virtual is an approved nontraditional program. Home school documentation is not required for Florida Virtual except in instances in which the student intends to graduate as a home school student. In this case, the Home School Completion Affidavit is required.

Note: For a Home School Completion Affidavit to be viable proof of graduation from Florida Virtual, the student must be a resident of Florida. If not a Florida resident, a self-created home school transcript with proof of graduation (along with the signed [Administrator and Accordance Statement](#)) may be submitted for consideration. A separate, official Florida Virtual transcript would also be required.



ADMINISTRATOR AND ACCORDANCE STATEMENT INFORMATION

The **Administrator and Accordance Statement** is required for the home school review. The statement must be signed by the parent/guardian. The home school administrator is the individual who may do one or more of the following:

- » Manages the home school program.
- » Teaches and evaluates the coursework.
- » Awards grades and issues credit.

Supporting Documentation

Supporting documents may be requested upon receipt of the Administrator and Accordance Statement. Examples of requested supporting documentation may include but is not limited to:

- » An Intent to Home School form, a home school enrollment form or any other registration document required by your state.
- » A signed letter from the district indicating the student is home schooled.
- » A signed letter from your state's board of education indicating the student is home schooled.

ADDITIONAL INFORMATION

The Administrator and Accordance Statement requires a signature from parent/guardian.



CORE-COURSE WORKSHEET INFORMATION

Home School Course Evaluation

The only courses that require a home-schooling evaluation are those in which the parent/guardian or tutor is the one who:

- » Plans and delivers actual instructional activities (lectures, discussions, tutorials, feedback, assistance, etc.).
- » Determines the student's comprehension of the material by grading and evaluating student performance and achievement on assignments and assessments, and providing appropriate reteaching (if necessary) and feedback.
- » Determines the overall grade the student achieved in the course.
- » Either places the grade on a transcript/graduation report or reports the grade to a transcription agency or entity.

What is a Core Course?

A **core course** is considered four-year college preparatory in the subject areas of English, math (Algebra 1 or higher), science, social science, world language, comparative religion or philosophy.

- » Audited, CLEP or credit-by-exam classes are not NCAA-approved core courses and cannot be used as part of an academic certification.
- » For more information on the criteria for sufficient approval of core courses (including comparative religion and philosophy) see the [High School Review Committee's Policies and Procedures](#).

Core-Course Worksheet

A separate **Core-Course Worksheet** must be submitted for all courses taught through a home school that the parent/guardian/student wish to have reviewed for approval as a core course. The home school administrator determines if they would like a course to be considered as core. A Core-Course Worksheet must be completed for each core course.

- » Each Core-Course Worksheet requires the signature from the parent/guardian.
- » Only the NCAA Eligibility Center-provided Core-Course Worksheet will be accepted.
 - Any original or self-created worksheets will not be used.

Preapproved Home School Coursework

There is no preapproved home school curriculum. For coursework to be considered, the requested home school documentation must be reviewed to determine if the coursework meets both NCAA core-course legislation and the core-course criteria for review.

Pre-Ninth Grade Coursework

High school classes taken prior to ninth grade may be used to satisfy NCAA core-course requirements if the courses appear on the high school transcript with grade and credit and meet all other requirements for core courses. A [Core-Course Worksheet](#) is required if the course was completed via home school.

Dual-Enrollment Coursework

Dual-enrollment coursework may be used to satisfy NCAA core-course requirements if the courses appear on the home school transcript with grade and credit and meet all other requirements for core courses. Dual-enrollment coursework must also be clearly designated on the student's home school transcript as a college course and should indicate where the college course was completed, listing the name and location (city and state) of the two- or four-year school attended. For dual-enrollment coursework completed at a two- or four-year college, no Core-Course Worksheet is required but the college transcript must be provided.

Nontraditional Core-Course Worksheet

For all courses taught in a home school in which a nontraditional home school provider was used, the home school administrator will be required to complete the [Nontraditional Core-Course Worksheet](#). **A Nontraditional Core-Course Worksheet must be completed for each core course completed using a nontraditional home school provider.**

- » [Click here](#) to review nontraditional home school providers.



CORE-COURSE WORKSHEET INSTRUCTIONS

See below for helpful instructions when completing the [Core-Course Worksheet](#).

- » Each Core-Course Worksheet must be signed by the parent/guardian on file.
 - Unsigned core-course worksheets will be marked as unofficial and will not be reviewed.
- » Documents should be sent as attachments via email and cannot be accepted via Adobe EchoSign or Dropbox.
- » Only the NCAA Eligibility Center-provided Core-Course Worksheet will be accepted.
 - Any original or self-created worksheets will be considered unofficial.
- » Core-course worksheets should not be submitted for coursework in progress.
- » A [Nontraditional Core-Course Worksheet](#) is required for each core course completed using a nontraditional home school provider.
 - [Click here](#) to review nontraditional home school providers.

Form Field	What Should Be Entered
Course Name	Title of the course should be the same as the title on the transcript.
Grade Level/Academic Year Taken (e.g., 2023-24, 2024-25, etc.)	Should reflect the grade in which the student took the course (e.g., grade 9, 10, 11, 12).
Selected Area for Graduation Credit	Academic area in which the course receives credit for graduation. For courses not within the core-course categories (see core-course worksheet information), a Core-Course Worksheet is not required as these classes are not evaluated as part of the student-athlete's certification.
Teacher of Record	Individual who plans and delivers actual instructional activities (lectures, discussions, tutorials, feedback, assistance, etc.). This individual also assesses student comprehension and assigns grades or reports student content mastery.
Other Teacher	If the duties and responsibilities of the teacher of record are shared with another individual, list that individual's name here.
Prerequisite(s)	List any courses that must be successfully completed before taking this course. Example: Algebra 1 is a prerequisite for Algebra 2.
Text(s) Used	List the instructional materials used or a summary of materials used.

Form Field	What Should Be Entered
Curriculum Provider/ Designer	If the course was taken through an outside program or school, or if the home school instructor used a predesigned or packaged curriculum, list that information in this field.
Course Description	Brief paragraph that outlines the general goals and content of the course. See examples below.
Course Content/ Goals/Outline	This section can be a bulleted list of the key content standards or topics to be studied in the course. See examples below.
Types of Assessment Used	List the different types of formative and summative assessments used throughout the course (e.g., tests, quizzes, writing assignments, verbal assessment, projects, presentations, etc.).
Assessments Designed/ Developed By	Content for this field will largely depend on what curriculum/provider is being used. If the student is taking a course through an online school or program, that school or program has likely designed and developed the assessments. If the parent/guardian or tutor has developed the course, that individual(s) has probably developed the assignments and assessments. It may be a combination of both, depending on how the course has been designed and taught.
Assessments Graded By	List the person(s) responsible for grading the assignments and assessments.
Grade Based On	Provide a brief explanation regarding how the student's grade was calculated. Example: Tests/quizzes 30%; written work 50%; class participation 20%. This is NOT a request for a grading scale.
Grade Achieved	List the grade the student achieved. The grade listed on the worksheet should match the grade awarded on the transcript.
Credit Awarded	List the credit the student was awarded. The credit listed on the worksheet should match the credit awarded on the transcript.

Sample Course Descriptions

Pre-Calculus with Trigonometry

Following Geometry and Algebra 2, this full-year course provides traditional math instruction with frequent practice. Includes options for students to communicate and explore content in ways that illuminate the transitions between concrete and abstract thinking.

English 1

This course will emphasize literature and an introduction to high school-level composition skills. In the first semester, the student will read and discuss a novel and work on five-paragraph essays. In the second semester, the student will read and discuss a variety of short stories. Discussions will include analysis of the focus, setting, characters, plot and theme. Student will write their own short story.

World Geography

This course studies the land, people and cultures of the world with an emphasis on how features, such as cultural and economic factors, affect the character of each nation in our global community.

Biology

This course will provide a thorough understanding of the fundamental principles of scientific investigation, life at the molecular and cellular level, life at the systems and organism level, and the interaction of life forms.

Sample Course Content/Goals/Outline

The following examples illustrate the different ways you can provide information regarding the actual content or key outcomes covered in the course.

Example Type: Narrative

Biology

Content includes the following topics: nature of matter; carbon compounds; chemical reactions and enzymes; photosynthesis; cellular respiration; cell growth and division; genetics; human genome; evolution of populations; bacteria and viruses; classifications; protozoa; worms; arthropods; chordates; amphibians; reptiles; mammals; digestive and excretory systems; circulatory and respiratory systems; endocrine and reproductive system; skeletal, muscular and immune systems.

Example Type: Chart

Pre-Calculus with Trigonometry

Actual Content	Key Outcome
Functions and mathematical models.	Regression for nonlinear data.
Periodic functions and right triangle problems.	Residual plots and mathematical models.
Applications of trigonometric functions.	Matrix operations and solutions of linear systems.
Applications of circular functions.	Rotation and dilation of matrices.
Trigonometric function properties, identities.	Probability.
Parametric functions.	Functions of a random variable.
Properties of combined sinusoids.	Analytic geometry of conic sections and quadric surfaces.
Triangle trigonometry.	Polar equations of conics.
Deviations, residuals, correlation coefficient.	Sequences and series.

Example Type: Outline

English 1

1. Novel study: “Animal Farm” to include history and background of the author.
 - a. Specific study of author’s purpose, characterization, symbolism/allegory and theme.
 - b. Class discussions and journal writing.

2. Writing process: Pre-writing, drafting, revising, editing and finalizing.
 - a. Specific writing assignments include compare/contrast, persuasive, descriptive and analytical.
 - b. One research paper of three-to-five pages.
3. Short story authors include: Twain, O. Henry, Dickens, Poe, Bradbury, Vonnegut, Jackson, Angelou.
 - a. Discussion and analysis of plot, character, setting, theme.
 - b. Journal analysis of short-story elements.
 - c. Student to write original short story.

Example Type: Outline

World Geography

1. North America.
2. Europe.
3. Africa.
4. Asia.
5. Each to include: borders, terrain, water, climate, vegetation, wildlife, famous sites/events, ethnicities, languages, religions, transportation, government, economics and industry.

Course Content Requirements: Comparative Religion or Philosophy

Course content and skills must be present for comparative religion or philosophy courses to be considered as core courses. For more information on the criteria for sufficient approval for comparative religion and philosophy see the [High School Review Committee's Policies and Procedures](#).



HOME SCHOOL UMBRELLA PROGRAM

What is a “Home School Umbrella Program”?

A home school umbrella program is any program recognized by the state as a home school program or home school support program. The three different types of programs are:

1. Programs offering transcript service, state high school diploma, record keeping and review of course materials.
2. Programs that can offer transcript service, state high school diploma, record keeping and curriculum. These programs do not offer a review of course materials.
3. Programs that only offer a transcript and a diploma.

Home School Umbrella Program Questions

Does the umbrella program administrator or the parent/guardian sign the transcript?

The transcript can be signed by an umbrella program administrator unless the program is a home school co-op. In that case, it will be signed by the parent/guardian.

Does the umbrella program administrator or the parent/guardian complete the home school administrator statement?

The parent/guardian is always responsible for completing and submitting the home school administrator statement.

Is the home school Administrator and Accordance Statement needed if a college-bound student-athlete goes through an umbrella program?

Yes, the home school administrator statement is required for all home school students.

Is the parent/guardian or the umbrella program supposed to complete the core-course worksheets?

In all instances, the parent/guardian must be listed as either the “teacher of record” or “other teacher.” The worksheets must be signed by the parent/guardian.

Umbrella Program Transcripts

Email is the preferred method of document submission. All home school documentation should be emailed to ec-processing@ncaa.org. **Note:** Documents submitted via email will only be accepted if sent from the email listed on the [Administrator and Accordance Statement](#).

- » For more information on submitting transcripts, see [submitting student records](#).



HOME SCHOOL CHECKLIST

Required Documentation

Each of the items listed below (A, B, C, D and E) 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 all [transcript information requirements](#).
- 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 a [Core-Course Worksheet](#) or [Nontraditional 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. For more information, see [core-course worksheet information](#).
- Item D: Proof of High School Graduation.** Proof of high school graduation must include the specific graduation date (mm/dd/yyyy). For more information, see [Accepted Proof of Graduation](#) and [Exceptions](#).

How to Submit Student Records

- » For more information on how to submit required and official documentation, see [submitting student records](#).

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.

- Item E: 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.



HOME SCHOOL FAQs

How can home school documentation be submitted?

Email documents to ec-processing@ncaa.org or send them through the U.S. mail or overnight.

- » Only home school administrators or home school umbrella programs can submit student transcripts. All other documentation must be provided by the home school administrator (e.g., parent/guardian). For more information on how to submit required and official documentation, see [submitting student records](#).

If the college-bound student-athlete is enrolled with a home school umbrella program, do I still have to complete all the home school tasks?

Yes, you must complete all tasks. (Home school umbrella programs can submit transcripts.)

Can multiple documents be submitted in the same email attachment/envelope?

Yes, documents can be submitted together; the mail staff will separate out the transcript and the other documents will remain as one document entry. The documents will be imaged to the student's account and the appropriate tasks will be marked as complete.

Can a home-schooled college-bound student-athlete receive a fee waiver?

Yes. Home-schooled college-bound student-athletes 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 instructions for completing the fee waiver requirement.

Is there a list of approved home school programs?

No. Home school programs are not preapproved; use of courses depends on what information is detailed on the home school documents submitted to the Eligibility Center.

Can documents be signed electronically?

Yes. Documents can include a home school administrator/parent/guardian's digital signature.

Do I need to register as home school if my schooling is international?

If the program is approved through your ministry of education and the coursework (or exams) appear on a standard ministry/exam board transcript/certificate, etc., then you would not be considered home school for Eligibility Center purposes.

How should I respond when answering nontraditional core-courses questions about the frequency and nature of interaction with the student?

You should respond with what the program is responsible for and what you did as the teacher-of-record. Please include all types of instruction you have provided to your student. Examples include, but are not limited to, lesson/unit introduction, lecture, instructional feedback, etc.

Can a home-schooled college-bound student-athlete in a military family relocate?

- » Relocations, including overseas assignments, in themselves, should not prevent a home-schooled prospective student athlete from being able to meet [NCAA initial eligibility requirements](#) so long as adequate planning towards meeting the NCAA's academic requirements are in place.

A male athlete in a USA singlet is clapping in a gymnasium. The singlet is dark blue with a repeating 'NCAA' pattern and 'USA' printed on it. He is wearing white hand wraps and a green wristband. The background is a blurred gymnasium with bright lights.

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