# Table of Contents

3  **Home School Information Sheet**

5  **Home School Umbrella Program**

6  **Transcript Information**

8  **Proof of Graduation**

10  **Core-Course Worksheet Instructions**

13  **Evaluation Process**

14  **Resources**

15  Checklist

17  Email Cover Sheet

18  **Home School Administrator and Accordance Statement**

19  **Core-Course Worksheet**

21  **Transcript Example**
Home School Information Sheet

This information is for those students who have attended a home school for all or part of their high school career.

**What is Home School?**
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 the online teachers, which would not be considered parent-directed home school.

For NCAA purposes, ask yourself these questions, which may help you determine whether your schooling would be considered home school or through “nontraditional” means. The NCAA definition for nontraditional courses includes courses taken online with online teachers, assessments and grading.

**Who created or developed the curriculum for the courses?**
- If an outside school or program has created the curriculum, that suggests a nontraditional course.
- If the home school parent, tutor or umbrella program has created the curriculum, that suggests home schooling.

**Who provides the instruction in the courses?**
- If the instruction is provided by an outside teacher, such as a teacher through the online school, that suggests a nontraditional course.
- If the instruction is provided by a parent or tutor in the home, that suggests home schooling.

**Who has designed or created the assignments and assessments?**
- If the assignments and assessments are created by the outside school or program, that suggests a nontraditional course.
- If the assignments and assessments are created by the parent, tutor or umbrella program that suggests home schooling.

**Who evaluates or grades the assignments and assessments?**
- If the assignments and assessments are graded by the outside school or program (either computer graded or graded by the online teacher), that suggests a nontraditional course.
- If the assignments and assessments are graded by the parent or tutor, that suggests home schooling.

**Who determines what score or grade is achieved in the course(s)?**
- If the outside school or program determines the grade the student has earned, that suggests a nontraditional course.
- If the parent or tutor decides what grade the student has earned, that suggests home schooling.

**Who is responsible for producing a student transcript or grade report?**
- If the transcript or grade report is produced by the outside school or program, that suggests a nontraditional course.
- If the transcript or grade report is produced by the parent, tutor or home school umbrella program, that suggests home schooling.

[Search our student-athlete FAQs](#)
Nontraditional Course Evaluation
If the answers to the previous questions have suggested that the courses were taken through nontraditional means (such as an online or virtual school), your courses through that school would be evaluated under the NCAA nontraditional course legislation. To determine if the courses taken through that program may be used by the NCAA Eligibility Center, please contact the NCAA Eligibility Center customer service staff at 877/262-1492.

Learn more about Nontraditional Courses
Check the status of a Nontraditional Program

Home School Course Evaluation
The only courses that would need to be evaluated as home schooling are those in which the parent or tutor is the one who:

1. Plans and delivers actual instructional activities (lectures, discussions, tutorials, feedback, assistance, etc.);
2. Determines 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;
3. Determines the overall grade the student achieved in the course; and
4. Either places the grade on a transcript/grade report or reports the grade to a transcription agency or entity.

No matter how many home school courses a prospective student-athlete completes, the following home school documentation is required:

- Home School Transcript;
- Administrator and Accordance Statement Form; and
- Core-Course Worksheets for each home school core-course completed.

I was home schooled. What are my next steps?
Please see the Home School Checklist.
Home School Umbrella Program

What is the definition of a home school umbrella program?
All programs are recognized by the state as a home school program or home school support program. The three different programs are:

1. Programs that can offer 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; and
3. Programs that only offer a transcript and a diploma.

Does the umbrella program administrator or the parent 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 a parent.

Does the umbrella program administrator or the parent complete the home school administrator statement?
Neither. We do not need the home school administrator statement if the program is a state-recognized home school program or home school support program. If it is a home school co-op then it can be signed by either.

Is the home school accordance statement needed if a prospective student-athlete goes through an umbrella program?
No. This statement is not needed if the program is state recognized. If it is a home school co-op, we will need the statement.

Is the parent or the umbrella program supposed to complete the core course worksheets?
In all instances, the parent must be listed as either the “teacher of record” or “other teacher,” and must complete the core-course worksheets.

How is the transcript submitted?
A transcript from an umbrella program may be sent one of two ways – uploaded through the High School Portal, or sent via standard mail. Any umbrella program transcript sent via e-mail will be considered unofficial. The Eligibility Center recommends that an umbrella program transcript be uploaded through the High School Portal.

Search our student-athlete FAQs
Transcript Information

What a Transcript Needs to Include
1. Ninth-grade start date (month/ day/ year);
2. Course titles and grades awarded;
3. Units of credit for each course;
4. Grading scale - only needed for numeric grading with alpha/letter equivalent;
5. Handwritten signature of home school administrator (the parent or other person who organized, taught and evaluated course work) - this cannot be an electronic signature;
6. The year in which courses were taken (e.g., “9th grade” or “Freshman Year 2009-10”);
7. Graduation Date (month/ day/ year) when available; and
8. Student’s full name and complete home address.

If any of the above information is missing, the transcript will be deemed unofficial.

All core courses must show units of credit or semester or annual grades on your home school transcript. Course credits will be acceptable in the following increments: .25, .50, .75, 1.0 or .34, .67, or 1.0. No course may exceed 1 unit of credit.

An official transcript will also be needed from any nontraditional program and/or a brick and mortar high school the student completed coursework through.

For college dual-enrollment coursework to be considered, the course(s) must appear on the home school transcript with grade and credit. The home school transcript must also indicate at which two-year or four-year college the course(s) were completed. The name and location (city and state) of the 2-year or 4-year college will need to be included as well.
Note: If courses are awarded pass/fail, the "pass" grades will be awarded a letter grade of D.

1. If a college-bound student-athlete took a dual-enrollment course (college/other nontraditional program), it must be on the home school transcript with a grade and high school equivalent credit awarded. The home school evaluator will award:

   a. 1.0 unit for one full year;
   b. 0.5 unit for a semester;
   c. 0.34 unit for a trimester; and
   d. 0.25 unit for a quarter.

The above dual-enrollment course credit will apply unless other credit is awarded by the home school administrator on the home school transcript. The home school administrator will determine the amount of credit to be awarded for the completion of a dual-enrollment course.

2. Below is an example of what is needed for a grading scale (please provide the grading scale on a 100-point range):

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

   **A weighted scale shall not receive greater or lesser quality points. It is not the policy of the Eligibility Center to use a weighted scale for home school coursework in an academic certification.**

   ***No course shall receive more than 1 unit of credit.***

Reminder: The NCAA Eligibility Center will evaluate home school coursework only after all required documents have been received. Please see the Home School Information Sheet for a list of other documentation required. The home school transcript, as well as all other home school documentation, can be sent via regular mail or e-mailed, unless noted otherwise in this document.

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

**The NCAA Eligibility Center strongly encourages all home school documents be submitted via e-mail. Documents submitted via e-mail will be processed quicker than those sent via regular U.S. mail. Home school documentation will not be accepted via fax. A Home School Umbrella Program has the ability to upload the home school transcript directly through the High School Portal. Umbrella program transcripts sent via e-mail will be considered unofficial.**
Proof of Graduation

Acceptable proof of graduation examples are:

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

New York and Hawaii

The NCAA Eligibility Center cannot accept proof of graduation from a diploma issued by a home school in these states because they do not recognize home school diplomas. If a student is home schooled in New York or Hawaii and does not graduate from a high school, the student must provide the certificate and diploma earned from passing the state recognized equivalency test to meet the NCAA's graduation requirements.

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

An equivalency test for proof of graduation cannot be used by the NCAA Eligibility Center if it was taken before the date a student would normally have graduated with his or her class.

Florida Virtual - 101541

A student cannot graduate from Florida Virtual (High School CEEB 101541) because it does not award high school diplomas. A student attending Florida Virtual will need to refer to Florida Virtual’s website and complete the “Home School Completion Affidavit.”

The date (MM/DD/YYYY) that the student met the graduation requirements must be included on the affidavit. This is not on the form so it will need to be added by the home school administrator. The affidavit must also be signed by the home school administrator.

Florida Virtual Full Time - 102414

A student can graduate from Florida Virtual Full Time (High School CEEB 102414). If a student attends Florida Virtual Full Time, a diploma will be awarded.
Core-Courses and Worksheets

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), natural or physical science, social science, foreign language, comparative religion or philosophy.

Audited, CLEP, or credit-by-exam classes are not considered NCAA core courses.

Core-Course Worksheets
These documents are needed for all courses taught through home school that the parent/student wish to have reviewed. It is the home school administrator who determines whether or not they would like a course to be considered as core.

A core-course worksheet is completed for each individual core course.

Only the NCAA provided core-course worksheet will be accepted after January 1, 2017. Any original or self-created core-course worksheet received thereafter will be considered unofficial.

Each core-course worksheet requires the actual signature of the home school administrator. Core-course worksheets that include an electronic signature will be considered unofficial.

Pre-Approved Home School Coursework
There is no pre-approved home school curriculum. In order for coursework to be considered, the requested home school documentation must be reviewed to determine if the coursework is meeting Core Course Legislation.

Pre-Ninth Grade Courses
High school classes taken prior to ninth grade may be used in a certification. The course(s) must be placed on the transcript with grade and credit awarded; a core-course worksheet is required if taken via home school.

College Coursework
For dual enrollment coursework completed at a two-year or four-year college, no core-course worksheet is needed. Although an official college transcript is not required, it is helpful in the review. The home school transcript must include grade and credit for the course, as well as the name and location (city and state) of the 2-year or 4-year college at which the course was taken.
Core-Course Worksheet Instructions

These instructions provide detail you may find helpful when filling out the Core-Course Worksheet. Each core-course worksheet must be signed by the administrator on file. Unsigned core-course worksheets will be marked as unofficial and will not be reviewed for the student’s academic certification.

Course Name: The title of the course should be the same as the title on the transcript.

Grade/Year Taken: This should reflect the grade in which the student took the course (e.g., Grade 9, 10, 11, 12).

Graduation Credit: This is the academic area in which the course receives credit for graduation. Courses that fall outside these areas do not meet NCAA core-course legislation and core-course worksheets for courses that fall outside those areas are not necessary (PE, Art, Health, etc.).

Teacher of Record: This is the 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, that individual should be named.

Prerequisite(s): List any courses that must be successfully completed before taking this course. For example, Algebra 1 is a prerequisite for Algebra 2.

Text(s) Used: List the instructional materials used or a summary of materials used.

Curriculum Provider/Designer: If the course was taken through an outside program or school, or if the home school instructor used a pre-designed or packaged curriculum, that information should be listed in this field.

Course Description: A 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. For English/Language Arts courses, be sure to include the names of novels/short stories/poems used for the course. See examples below.

Types of Assessment Used: Please 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: This will largely depend on what curriculum or provider is being used. If the student is taking a course or courses through an online school or program, that school or program has likely designed and developed the assessments. If the parent or tutor has developed the course, that individual or individuals has probably developed the assignments and assessments. Or, it may be a combination of both, depending on how the course has been designed and taught.
Assessments Graded By: Please list the person(s) responsible for grading the assignments and assessments.

Grade Based On: Provide a brief explanation describing how the student’s grade was calculated. For example: tests/quizzes 30 percent; written work 50 percent; class participation 20 percent.

Grade/Credit Achieved: Please list the grade the student achieved and the credit awarded.

Sample Course Descriptions

Pre-Calculus with Trigonometry: This is a full-year course following Geometry and Algebra 2. The course provides traditional math instruction with frequent practice while including 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 his/her 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.

1. Example type: Chart.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pre-Calculus with Trigonometry</strong></td>
<td></td>
</tr>
<tr>
<td>Functions and mathematical models</td>
<td>Regression for nonlinear data</td>
</tr>
<tr>
<td>Periodic functions and right triangle problems</td>
<td>Residual plots and mathematical models</td>
</tr>
<tr>
<td>Applications of trigonometric functions</td>
<td>Matrix operations and solutions of linear systems</td>
</tr>
<tr>
<td>Applications of circular functions</td>
<td>Rotation and dilation of matrices</td>
</tr>
<tr>
<td>Trigonometric function properties, identities</td>
<td>Probability</td>
</tr>
<tr>
<td>Parametric functions</td>
<td>Functions of a random variable</td>
</tr>
<tr>
<td>Properties of combined sinusoids</td>
<td>Analytic geometry of conic sections and quadric surfaces</td>
</tr>
<tr>
<td>Triangle trigonometry</td>
<td>Polar equations of conics</td>
</tr>
<tr>
<td>Deviations, residuals, correlation coefficient</td>
<td>Sequences and series</td>
</tr>
</tbody>
</table>
2. 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, finalizing.
   a. Specific writing assignments include compare/contrast, persuasive, descriptive, and analytical.
   b. One research paper of three to five pages.
3. Short stories: authors include Twain, O. Henry, Dickens, Poe, Bradbury, Vonnegut, Jackson, Angelou.
   a. Discussion and analysis of plot, character, setting, theme.
   c. Student to write original short story.

3. Example type: List.

**World Geography**

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

4. 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 systems, and immune system.
Home School Evaluation Process

Home School Documents Received
If documents are received together, the mail staff will separate the documents as follows:
- Transcript,
- Home School CC Worksheets, or

Home school documents are received and the appropriate tasks are closed.
If a task was closed and subsequently reassigned, the document was considered "unofficial".

Student is not on a college request list
Review on hold until a college requests an academic certification.

Student is on a college request list

High School Review evaluates home school documents
- Determines what coursework is considered "core" and approved for use for initial-eligibility purposes.

If documents are not sufficient, staff will assign task asking for additional information.

Academic certification staff inputs coursework for preliminary/final evaluation.
Home School Resources

- Home School Information page (on NCAA.org)
- Home School Checklist
- Administrator and Accordance Statement
- Cover Sheet

**How can I submit the home school documentation?** Home school documents can be emailed to ec-processing@ncaa.org or sent through the U.S. mail or overnight:

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

Documents cannot be received officially through fax.

**Can 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.

**Can a home school student receive a fee waiver?** Yes. The home school administrator will need to send the fee waiver that was received from the testing agency in to ec-processing@ncaa.org for processing.

**Do I still have to complete all of the home school tasks even if my student is enrolled in a home school umbrella program?** Yes, we need all of the core-course worksheets and other related tasks. We will accept the transcript from the umbrella program.

**Where can I find additional information about home school?** Click here for more frequently asked questions.

**Is there a list of approved home school programs?** No. Home school programs are not pre-approved; use of courses depends on what information is detailed on the core-course worksheets.

**How do I send in my ACT/ SAT scores?** Scores need to be sent directly from the testing agency, the NCAA Eligibility Center code is 9999.
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.

☐ Fee payment 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); and $135 for all other international students. You are eligible for a waiver of the registration fee only if you have already received a waiver of the SAT or ACT fee. (This is not the same as a U.S. state voucher.) You would need to send a copy of the letter from SAT or ACT granting you the fee waiver.

Please note that A, B, C and D listed below must be on file with the NCAA Eligibility Center in order to use home school coursework.

☐ A. Home School transcript must include the following elements:
   • Course titles.
   • Course grades.
   • Units of credit for each course.
   • Grading scale (if numeric grading is used, alpha/letter equivalent grades are needed).
   • Handwritten signature of home school administrator (the parent or other person who organized, taught and evaluated course work).
   • Ninth grade start date (month/day/year).
   • Transcript must show year in which courses were taken (e.g., “9th grade” or “Freshman Year 2009-10”).
   • Graduation date (month/day/year).
   • Student’s full name and complete home address.

**Failure to include all elements listed above will result in the transcript being declared insufficient and, potentially unusable.** 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 Eligibility Center ID on all documents. Home-school documentation can be sent one of two ways:

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

E-mail address:
ec-processing@ncaa.org

**The NCAA Eligibility Center strongly encourages all home school documents be submitted via e-mail. Documents submitted via e-mail will be processed quicker than those sent via regular U.S. Mail.**

☐ B. Home School Administrator and Accordance Statement. This document is a signed statement of who managed the home school program (e.g., who taught and evaluated the coursework, awarded grades and issued credit); and a signed statement that home schooling was conducted in accordance with state laws. Click here for the Home School Administrator and Accordance Statement form.
C. Submit the Core-Course Worksheet for the core courses used throughout homeschooled for English, math, science, social studies, foreign language, comparative religion or philosophy courses. **No core-course worksheet is required for college courses. Core-course worksheets are also not required for fine arts courses (Health, PE, Art).** See the Core-Course Worksheet Instructions for help.

D. Proof of high school graduation, including specific graduation date (month/day/year of graduation). If you were homeschooled in New York or Hawaii, please note that the NCAA Eligibility Center cannot accept "proof of graduation" from a diploma issued by a homeschooled in New York or Hawaii, because the states of New York and Hawaii do not recognize diplomas that are issued by a home school. If a student is homeschooled in New York or Hawaii and does not graduate from a high school, that student would have to provide the state recognized equivalency exam certificate and test scores, district high school diploma, or state department of education diploma in order to meet the NCAA’s graduation requirement.

E. Standardized test score (ACT and/or SAT) must be submitted directly from the testing agency using code 9999 to select the NCAA Eligibility Center as a score recipient. Note that test scores received on a transcript cannot be used by the NCAA Eligibility Center. Also, 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.

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. 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 or nontraditional program attended (official copy directly from issuing institution).

There are some examples available for reference, including a sample transcript, and Core-Course Worksheet Instructions. This will help provide guidance on what the NCAA Eligibility Center needs regarding home school information.

If you have additional questions, please contact our customer service staff at: 877/262-1492.
Home School Review  
E-mail cover sheet

**Please only use this form for submission of home school documentation. Other high school or college transcripts must come directly from the issuing institution.**

Name of student: ___________________________________________  NCAA ID#________________________

Please find enclosed the following documentation (check all that apply):

☐ A. Home school transcript. Be sure to include ninth grade start date and handwritten signature of the home-school administrator. Click here to view a transcript example.

☐ B. Home School Administrator and Accordance Statement. This document is a signed statement of who managed the home school program (e.g., who taught and evaluated the coursework, awarded grades and issued credit); and a signed statement that home schooling was conducted in accordance with state laws. Click here for the Home School Administrator and Accordance Statement form.

☐ C. Core-course worksheets (one for each core course taken during home schooling). Click here to download the Core-Course Worksheet.

☐ D. Proof of graduation, including specific graduation date (month/day/year of graduation). If you were home schooled in New York or Hawaii, please note that the NCAA Eligibility Center cannot accept "proof of graduation" from a diploma issued by a home school in New York or Hawaii, because the states of New York and Hawaii do not recognize diplomas that are issued by a home school. If a student is home schooled in New York or Hawaii and does not graduate from a high school, that student would have to provide the state recognized equivalency exam certificate and test scores, district high school diploma, or state department of education diploma in order to meet the NCAA's graduation requirement.

☐ E. Other (please specify):

The NCAA Eligibility Center will evaluate home school coursework only after all required documents have been received. 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 be marked complete at the time of receipt.

Mailing Address:  E-mail address:
NCAA Eligibility Center       ec-processing@ncaa.org
Attn: Home School Evaluation
1802 Alonzo Watford Sr. Drive
Indianapolis, IN  46202

**The NCAA Eligibility Center strongly encourages all home school documents be submitted via e-mail. Documents submitted via email are processed and available for review sooner than those sent via regular U.S. mail.**
Home School Administrator and Accordance Statement

Please complete the administrator and accordance statement below. Be sure to indicate the student's name and NCAA ID number on the form. Once completed, email the form to the NCAA Eligibility Center at ec-processing@ncaa.org.

I served as the home school administrator for __________________________ (Student Name) __________________________ (NCAA ID). I taught the courses, evaluated coursework, awarded grades and credits and managed the home school program.

Home School Administrator Name: ____________________________________________

Signature: __________________________________________________________________________

Relationship to Student: _____________________________________________________________

I affirm that the home schooling was conducted in compliance with the laws of the state of __________________________. I am also attaching supporting documentation.

Printed Name: _______________________________________________________________________

Signature: __________________________________________________________________________

Incomplete or unsigned forms will be viewed as unofficial and will not meet the requirement of official document submission for NCAA certification purposes.
# Home School Core-Course Worksheet

For help with completing this form, please see the [Core-Course Worksheet Instructions](#). The task in the student’s account will be marked complete when all information has been reviewed.

<table>
<thead>
<tr>
<th>Student’s Name:</th>
<th>Student’s NCAA ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Name/Area:</th>
<th>Grade Level:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**This course receives graduation credit in which of the following subject areas (please circle):**
- English
- Math
- Social Studies
- Science
- Foreign Language
- Comparative Religion/Philosophy

<table>
<thead>
<tr>
<th>Teacher of Record:</th>
<th>Other Teacher:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Prerequisite(s):**

**Text(s) Used:**

**Curriculum Provider/Designer:**

**Course Description:**

**Course Content/Goals/Outline:**

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Updated: July 31, 2017
<table>
<thead>
<tr>
<th>Types of Assessment Used:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>Assessments Designed/Developed By:</td>
</tr>
<tr>
<td>Assessments Graded By:</td>
</tr>
<tr>
<td>Grade Based On (not a request for a grading scale, please read instructions):</td>
</tr>
<tr>
<td>Grade and Credit Achieved:</td>
</tr>
</tbody>
</table>

By submitting this information to the NCAA Eligibility Center, I verify that the information provided regarding the student identified above is complete and accurate. I further verify I have reviewed and approved the information being submitted, and the responses I am providing for the purposes of this review will be considered my school's/program's full and final submission for this core course.

Printed Name: ____________________________
Signature: _______________________________
Date: ________________________________

Please return with the Home School Cover Sheet via email to ec-processing@ncaa.org. Note: documents cannot be accepted from Adobe Echosign or DropBox nor can photos of documents.
# Home School Transcript Example

<table>
<thead>
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<th>STUDENT INFORMATION</th>
<th>SCHOOL INFORMATION</th>
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<tr>
<td>NAME: Ruby Runner</td>
<td>NAME: Runner Academy</td>
</tr>
<tr>
<td>ADDRESS: 800 Meter Run</td>
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<tr>
<td>Speedway, IN 46111</td>
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<td>PHONE: 333-123-4567</td>
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<td>EMAIL: <a href="mailto:Fast_Runner@email.com">Fast_Runner@email.com</a></td>
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<td>GENDER: Female</td>
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<td>DATE OF BIRTH: October 20, 1995</td>
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<td>PARENTS: Ronald and Ima Runner</td>
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## ACADEMIC RECORD

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<thead>
<tr>
<th>GRADE/YEAR</th>
<th>COURSE</th>
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<tr>
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<tr>
<td>9th 2010-11</td>
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## NOTES

* Course taken with XYZ Virtual School.  
(Transcript from XYZ Virtual School required)

** Dual enrollment course at Marathon Community College, Indianapolis, IN.

### Grading Scale

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

### ACADEMIC SUMMARY

- Cumulative GPA: 3.96
- Credits Earned: 26
- Diploma Earned:
- Expected Graduation Date: May 31, 2017

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Home School Administrator: __________________________
Signature

Items that are highlighted on the transcript example are REQUIRED. Without these items, the transcript will be declared unofficial.