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Home School Information Sheet

**What is “Home School”?**

Generally, if a parent or tutor created the curriculum, provides instruction, assesses the coursework and 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-directed home school.

To help determine whether or not a prospective college-bound student-athlete would be considered homeschooled, 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.

<table>
<thead>
<tr>
<th>Who created or developed the curriculum for the courses?</th>
<th><strong>Probable Category</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>An outside school or program</td>
<td>Nontraditional Course</td>
</tr>
<tr>
<td>The home school parent, tutor or umbrella program</td>
<td>Home Schooling</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Who provides the instruction in the courses?</th>
<th><strong>Probable Category</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>An outside teacher, such as a teacher through the online school</td>
<td>Nontraditional Course</td>
</tr>
<tr>
<td>A parent or tutor in the home</td>
<td>Home Schooling</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Who designed or created the assignments and assessments?</th>
<th><strong>Probable Category</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>An outside school or program</td>
<td>Nontraditional Course</td>
</tr>
<tr>
<td>The parent, tutor or umbrella program</td>
<td>Home Schooling</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Who evaluates or grades the assignments and assessments?</th>
<th><strong>Probable Category</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>An outside school or program (either computer graded or graded by the online teacher)</td>
<td>Nontraditional Course</td>
</tr>
<tr>
<td>A parent or tutor</td>
<td>Home Schooling</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Who determines what score or grade is achieved in the course(s)?</th>
<th><strong>Probable Category</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>An outside school or program</td>
<td>Nontraditional Course</td>
</tr>
<tr>
<td>A parent or tutor</td>
<td>Home Schooling</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Who is responsible for producing a student transcript or grade report?</th>
<th><strong>Probable Category</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>An outside school or program</td>
<td>Nontraditional Course</td>
</tr>
<tr>
<td>A parent, tutor, home school umbrella program or the Home School Legal Defense</td>
<td>Home Schooling</td>
</tr>
</tbody>
</table>
Nontraditional Course Evaluation
If the answers to the previous questions suggest the courses were completed through nontraditional means (such as online or virtual school), the coursework completed would be evaluated under the NCAA nontraditional course legislation. To determine if the courses taken through the nontraditional program may be used, please review the information below.

- Nontraditional programs must be reviewed, cleared and have an approved list of core-courses for coursework to be considered.
- Learn more about Nontraditional Courses
- Check the status of a Nontraditional Program

Home School Program Using Nontraditional Curriculum
Home school administrators may also purchase/implement nontraditional curriculum in the home school program. If a nontraditional component exists in the home school programming, the coursework may be subject to additional information for review. The NCAA Eligibility Center may request the following:

- The nature of assessments in the home school program (types of assessments, frequency of assessments, etc.).
- How the student’s work was graded and by whom.
- If a student may be exempted from or test out of certain portions (modules, units, etc.) of a course; if yes, an explanation may be required.
- If the student was required to interact with the instructor for the purposes of teaching, evaluating and providing assistance throughout the duration of the course.
- If students were required to interact with instructors in real time during the course. If so, a description of the frequency and the nature of those real-time interactions may be required.
- A description of the frequency and nature of the teacher initiated interaction that took place with students throughout the course.
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 responsible for all of 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.

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

- Home school transcript.
- Administrator and Accordance Statement.
- Core-course worksheets.

Keep in mind! Multiple core courses cannot be submitted on the same core-course worksheet. A separate core-core worksheet is required for each individual course.

Home School Course Evaluation

If the initial home school documentation is not uploaded, please ensure the Home School Email Cover Sheet is also submitted. This allows for more efficient processing, as the cover sheet indicates exactly what is being submitted by the home school administrator.

- Click here to view the Home School Cover Sheet.
Traditional/Nontraditional Component

Any traditional/nontraditional coursework completed in addition to the home school program would be treated no differently than it would be in any other circumstance.

- The prospective college-bound student-athlete should include the program in his/her education profile.
- The program will need to be “cleared,” with an approved Core-Course List for coursework, to be considered.
- An official transcript or grade report will be required; grade and credit must be included.
Home School Umbrella Program

What is the definition of 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 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.

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

Neither. We do not need the home school Administrator and Accordance Statement if the program is a state-recognized home school program or home school support program. If the program is a home school co-op it can be signed by either.

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

No, this statement is not needed if the program is state recognized and the program’s account is noted as an approved umbrella program. If it is a home school co-op, we will need a 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 and sign the core-course worksheets.
Approved Home School Umbrella Programs

If a college-bound student-athlete is home schooled using an umbrella program, the coursework will only be considered if the umbrella program has been reviewed and approved by the NCAA Eligibility Center. Click here to check the status of a home school umbrella program. A home school transcript and core-course worksheets are still required to determine if coursework may be used in the student's academic certification.

<table>
<thead>
<tr>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>This account is a home school umbrella program. For NCAA purposes a home school provides administrative support (e.g. transcript services, record keeping) for home school students. Home school courses facilitated by this account are subject to the home school review process.</td>
</tr>
</tbody>
</table>

Approved umbrella accounts are designated as such in the Additional Information section of the program’s NCAA Eligibility Center account. Keep in mind, there is no pre-approved home school coursework.

Umbrella Program Transcripts

An approved umbrella program has access to the High School Portal and can upload transcripts. This is the preferred method of submitting transcripts. If not uploaded through the High School Portal, umbrella program transcripts are otherwise accepted if sent via standard mail or emailed to ec-processing@ncaa.org.

- For more information on submitting transcripts, see the section titled “Submitting Student Records.”

Dual-enrollment Coursework

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:

- The name of the two-year or four-year college/university where the course(s) were completed.
- The name and location of the college/university (city and state).

Traditional/Nontraditional Program Coursework

An official transcript is required for any traditional or nontraditional program the student completed coursework through.
Transcript Information

Transcript Information Requirements
For a transcript to be accepted as an official document, it must include the following information:

- Ninth grade start date (month/day/year).
- Course titles and grades awarded.
- Units of credit for each course.
- Grading scale required if numeric scale is used. If so, alpha letter equivalent necessary.
  - Example: 100-90 = A; 89-80 = B; 79-70 = C; 69-60 = D; 59 – 0 = F)
- Handwritten signature of the home school administrator.
- The academic year in which the course was taken (e.g., ninth grade or freshman year 2017-18).
- Graduation date (month/day/year).
- Full name and complete home address of student.

*Keep in mind!* If any of the above information is missing, the transcript will be deemed unofficial.

Core-course Crediting
All core courses must show units of credit (or semester or annual grades) on the home school transcript. Course credits will be acceptable in the following increments: .25, .50, .75, 1.0 or .34 or .67.

*Note:* No course shall receive more than 1.0 unit of credit.

Dual-enrollment Coursework Crediting
If a college-bound student-athlete completed dual-enrollment coursework (college/university), it must be on the home school transcript with a grade and high school equivalent credit awarded. The home school evaluator will award credit as follows:

<table>
<thead>
<tr>
<th>Credit Awarded</th>
<th>Full Year</th>
<th>Semester</th>
<th>Trimester</th>
<th>Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1.0</td>
<td>0.5</td>
<td>0.34</td>
<td>0.25</td>
</tr>
</tbody>
</table>

*Note:* No course shall receive more than 1.0 unit of credit.
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.

**Grading Scale Examples**
The following examples provide two variations of how the grading scales may be presented, and the information required.

<table>
<thead>
<tr>
<th>Keep in mind!</th>
<th>All provided grading scales must be submitted on a 100-point range.</th>
</tr>
</thead>
</table>

**Example A:**
- A = numerical value (e.g., A = 100 – 90)
- B = numerical value (e.g., B = 89 – 98)
- C = numerical value
- D = numerical value
- F = numerical value

**Example B:**

<table>
<thead>
<tr>
<th>Letter</th>
<th>Value Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100 – 90</td>
</tr>
<tr>
<td>B</td>
<td>89 – 80</td>
</tr>
<tr>
<td>C</td>
<td>79 – 70</td>
</tr>
<tr>
<td>D</td>
<td>69 – 60</td>
</tr>
<tr>
<td>F</td>
<td>59 – 0</td>
</tr>
</tbody>
</table>

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

**Weighted Scales**
A weighted scale shall not receive greater or lesser quality points. The NCAA Eligibility Center’s policy does not permit using a weighted scale for home school coursework in an academic certification.

**Submitting Student Records**

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

An approved home school umbrella program can upload home school transcripts directly through the High School Portal.
Note: Only home school administrators or home school umbrella programs can submit student documentation. Student-submitted documentation will not be accepted.

- For more information on uploading documents within the High School Portal, view the video “How to Upload Transcripts,” or the document titled “How to Upload Transcripts Printable Tutorial,” located in the Transcript Information area of the High School Portal.

Other Options
If not uploaded through the High School Portal, umbrella program transcripts are also accepted:

- If sent via standard mail to one of following addresses:
  
  **Mailing Address:**
  NCAA Eligibility Center  
P.O. Box 6222  
Indianapolis, IN 46202-6222

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

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

  **Keep in mind!** Please be sure to include the college-bound student-athlete’s NCAA ID number with all submitted student records, regardless of the method of submission.

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

Reminder: The NCAA Eligibility Center will evaluate home school coursework only after all required documents have been received and an evaluation has been requested by an NCAA school. Please see the Home School Checklist for a list of other documentation required.
Home School Transcript Example

STUDENT INFORMATION

NAME: Rosie Runner
ADDRESS: 1600 One Mile Trail
Speedway, Indiana 46111
PHONE: 333-123-4567
EMAIL: fast_runner@email.com
GENDER: Female
DATE OF BIRTH: October 20, 2000
9TH GRADE START DATE: month/day/year
GRADE DATE: month/day/year
PARENTS: Randall and Ruby Runner

SCHOOL INFORMATION

NAME: Runner Academy
ADDRESS: 1600 One Mile Trail
Speedway, Indiana 46111
PHONE: 333-123-4567
EMAIL: runner_academy@email.com

ACADEMIC RECORD

<table>
<thead>
<tr>
<th>GRADE/YEAR</th>
<th>COURSE</th>
<th>GRADE</th>
<th>CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>8th 2013-14</td>
<td>Algebra I</td>
<td>A</td>
<td>1.0</td>
</tr>
<tr>
<td>9th 2014-15</td>
<td>Geometry</td>
<td>A</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>English 9</td>
<td>A</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>Geography</td>
<td>A</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>Physical Science</td>
<td>A</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>Spanish I *</td>
<td>B</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>Strength Training I</td>
<td>A</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>Health</td>
<td>A</td>
<td>1.0</td>
</tr>
<tr>
<td>10th 2015-16</td>
<td>Algebra II</td>
<td>A</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>English 10</td>
<td>A</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>World History</td>
<td>A</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>Biology with Lab</td>
<td>A</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>Spanish II *</td>
<td>B</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>Strength Training II</td>
<td>A</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>Music Appreciation</td>
<td>A</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>Critical Thinking</td>
<td>B</td>
<td>1.0</td>
</tr>
<tr>
<td>11th 2016-17</td>
<td>Pre-Calculus</td>
<td>B</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>English II</td>
<td>B</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>Composition I **</td>
<td>B</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>American History</td>
<td>A</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>Chemistry</td>
<td>A</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>Spanish III *</td>
<td>A</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>Government</td>
<td>B</td>
<td>1.0</td>
</tr>
<tr>
<td>12th 2017-18</td>
<td>English 12</td>
<td>A</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>Composition II **</td>
<td>B</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>Physics</td>
<td>A</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>Western Civilization</td>
<td>B</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>College Spanish **</td>
<td>B</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>Economics</td>
<td>A</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>Strength Training III</td>
<td>A</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Notes
* Course completed at XYZ Virtual School.
** Dual enrollment at Marathon College (Indianapolis, IN)

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: __________________________ Date: mm/dd/yyyy
(Handwritten signature—digital signature not accepted)

HIGHLIGHTED ITEMS ARE REQUIRED. WITHOUT THESE ITEMS THE TRANSCRIPT WILL BE DECLARED UNOFFICIAL.
Proof of Graduation

Accepted 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 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 local school district or state board of education must review the student’s home school record and provide a written letter indicating that the student has met their requirements for graduation. The letter must clearly state the month, day and year that the student met graduation requirements.

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

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, GPA or ACT/SAT scores. 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 his or her class. On-time graduation is typically based on the local school’s academic calendar.

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.
Florida Virtual [101541] (Part-Time)

A student **cannot graduate** from Florida Virtual ([High School CEEB 101541]), as high school diplomas are not awarded. If graduating from Florida Virtual as a home school student, the **Home School Completion Affidavit** is required. The completion affidavit must be signed by a parent/guardian, and include the actual date in which the student met graduation requirements (month, day and year).

Keep in mind, 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:** In order for a Home School Competition 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 Form, may be submitted for consideration. A separate, official Florida Virtual transcript would also be required.
Administrator and Accordance Statement

Administrator and Accordance Statement Information
The Administrator and Accordance Statement is required for the home school review. The statement must be signed by the home school administrator. The home school administrator is the individual who:

- Managed the home school program.
- Taught and evaluated the coursework.
- Awarded grades and issued credit.

Supporting Documentation
By signing the statement, the administrator also indicates that supporting documentation is being provided. Supporting documents may be included, but are not required. Examples of submitted supporting documentation include:

- State home school legislation.
- State department of education home school requirements.
- An Intent to Home School form, a home school enrollment form or any other registration document required by the state.
- A signed letter from the district indicating that the student is home schooled.
- A signed letter from the state’s board of education indicating that the student is home schooled.

Note: The Administrator and Accordance Statement is not required if the student uses an NCAA-approved home school umbrella program. An approved home school umbrella program will be noted as such in the Additional Information section of the program’s NCAA Eligibility Center account.

Keep in mind! The Administrator and Accordance Statement requires a handwritten signature from the home administrator; digital signatures will not be accepted.

Current Version Required
Please use only the current version of the Administrator and Accordance Statement (dated 2018), as provided in this document. Administrator and Accordance Statement versions dated earlier than 2018 (or statements created by the home school) cannot be accepted.
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.

Please note: All submitted documents must come from the home school administrator’s email address listed on this form.

I served as the home school administrator for ______________________ (Student Name)/________________ (NCAA ID number).

Please indicate exactly how you administered the program. (Check all that apply.):

- [ ] Taught the courses
- [ ] Evaluated the coursework
- [ ] Awarded grades and credits
- [ ] Managed the home school program

Home School Administrator Name: ______________________________________________________

Signature: __________________________________________________________________________

Relationship to Student (Please check one.):

- [ ] Mother
- [ ] Father
- [ ] Guardian
- [ ] Other
- [ ] Other

If other, please explain: __________________________________________________________________

Phone Number: _______________________________________________________________________

Home School Administrator Email: ______________________________________________________

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

I affirm that student above was home schooled for grade(s) (please check all that apply).

- 9th
- 10th
- 11th
- 12th

Start date of ninth grade: ______________________ (m/d/yyyy)

Printed Name: _______________________________________________________________________

Signature: __________________________________________________________________________

Incomplete or unsigned forms will be viewed as unofficial and will not meet the requirement of official document submitted for NCAA certification purposes.

Last update: April 2018
Core-Course Worksheet Information

Home School Course Evaluation
The only courses that need to be evaluated as home schooling are those in which the parent 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 re-teaching (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), natural or physical science, social science, foreign language, non-doctrinal religion or philosophy.

- Audited, CLEP or credit-by-exam classes are not NCAA core courses and cannot be used as part of an academic certification.

Core-Course Worksheets
For all courses taught through home school that the parent/student wish to have reviewed for approval as a core course, a core-course worksheet must be submitted. It is the home school administrator who determines if they would like a course to be considered as core. A core-course worksheet is completed for each individual course.

- Each core-course worksheet requires the signature of the home school administrator—electronic signatures will be considered unofficial.
• Only the NCAA Eligibility Center-provided core-course worksheet will be accepted. Any original or self-created core-course worksheets will be considered unofficial.

**Preapproved Home School Coursework**
There is no preapproved home school curriculum. In order for coursework to be considered, the requested home school documentation must be reviewed to determine if the coursework meets core-course legislation.

**Pre-Ninth Grade Coursework**
High school classes taken prior to ninth grade may be considered in an academic certification. The course(s) must appear on the transcript with grade and credit. A core-course worksheet is required if the course was taken via home school.

**College Coursework**
For dual-enrollment coursework completed at a two- or four-year college, no core-course worksheet is required. In order for dual-enrollment coursework to be considered, the college course must appear on the home school transcript with grade and credit. The course must also be clearly designated as a college course. The home school transcript should indicate where the college course was completed, listing the name of the two- or four-year school, as well as the location (both city and state).

**Completing a Core-Course Worksheet**
The following section provides field-by-field instructions for completing a core-course worksheet.
Core-Course Worksheet Instructions

These instructions provide detail you may find helpful when completing the Home School Core-Course Worksheet. Each core-course worksheet must be hand signed by the administrator on file (digital signatures cannot be accepted). Unsigned core-course worksheets will be marked as unofficial and will not be reviewed for the student’s academic certification. Documents should be sent as attachments via email and cannot be accepted via Adobe EchoSign or Dropbox. Photos of documents cannot be accepted.

- Only the NCAA Eligibility Center-provided core-course worksheet will be accepted. Any original or self-created core-course worksheets will be considered unofficial.

<table>
<thead>
<tr>
<th>Form Field</th>
<th>What Should Be Entered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Name/Location</td>
<td>The title of the course should be the same as the title on the transcript.</td>
</tr>
<tr>
<td>Grade/Year Taken</td>
<td>This should reflect the grade in which the student took the course (e.g., grade nine, 10, 11, 12).</td>
</tr>
<tr>
<td>Selected Area for Gradient Credit</td>
<td>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 (P.E., Art, Health, etc.).</td>
</tr>
<tr>
<td>Teacher of Record</td>
<td>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.</td>
</tr>
<tr>
<td>Other Teacher</td>
<td>If the duties and responsibilities of the teacher of record are shared with another individual, that individual should be named.</td>
</tr>
<tr>
<td>Prerequisite(s)</td>
<td>List any courses that must be successfully completed before taking this course. For example, Algebra 1 is a prerequisite for Algebra 2.</td>
</tr>
<tr>
<td>Text(s) Used</td>
<td>List the instructional materials used or a summary of materials used.</td>
</tr>
<tr>
<td><strong>Curriculum Provider/Designer</strong></td>
<td>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.</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Course Description</strong></td>
<td>A brief paragraph that outlines the general goals and content of the course. See examples below.</td>
</tr>
<tr>
<td><strong>Course Content/Goals/Outline</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Types of Assessment Used</strong></td>
<td>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.).</td>
</tr>
<tr>
<td><strong>Assessments Designed/Developed By</strong></td>
<td>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</td>
</tr>
<tr>
<td><strong>Assessments Graded By</strong></td>
<td>Please list the person(s) responsible for grading the assignments and assessments.</td>
</tr>
<tr>
<td><strong>Grade Based On</strong></td>
<td>Provide a brief explanation regarding how the student’s grade was calculated. For example: tests/quizzes 30 percent; written work 50 percent; class participation 20 percent. NOT a request for a grading scale.</td>
</tr>
<tr>
<td><strong>Grade/Credit Achieved</strong></td>
<td>Please list the grade the student achieved and the credit awarded.</td>
</tr>
</tbody>
</table>
Current Version Required
Please use only the current version of the Home School Core-Course Worksheet (dated 2018), as provided in this document. Home School Core-Course Worksheet versions dated earlier than 2018 (or worksheets created by the home school) cannot be accepted.

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.

Example Type: Chart
Pre-calculus with Trigonometry:

<table>
<thead>
<tr>
<th>Actual Content</th>
<th>Key Outcome</th>
</tr>
</thead>
<tbody>
<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>

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.
Example type: Outline

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

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.
**Course Content Requirements: Nondoctrinal Religion or Philosophy**

The following course content and skills must be present for nondoctrinal religion or philosophy courses to be considered as core courses.

### Nondoctrinal Religion

<table>
<thead>
<tr>
<th>Sufficient for Consideration</th>
<th>Not Sufficient Alone for Consideration</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Include a study of multiple world religions, with each approached from a nondoctrinal perspective, including the history of each religion studied in the course, the major tenets or beliefs of each religion studied in the course, the state of each religion in the world today.</td>
<td>• Primary focus is on the comparison of different denominations within one religion.</td>
</tr>
<tr>
<td>• Enable students to document similarities and distinctions in various world religions.</td>
<td>• Primary focus is a study of major world religions from the perspective of just one religion.</td>
</tr>
<tr>
<td>• Study the existence and various conceptions of a deity or deities.</td>
<td>• A doctrinal study of morals and ethics from only one perspective.</td>
</tr>
<tr>
<td>• Include assignments that require a rationale for the comparison of different notions and ideas within religions.</td>
<td>• Writing is focused on personal opinion or events from the student’s life with little reference to a text or published source.</td>
</tr>
<tr>
<td>• Enable students to learn new terms and phrases specific to major world religions and can apply them appropriately in verbal and written form.</td>
<td></td>
</tr>
</tbody>
</table>

### Philosophy

<table>
<thead>
<tr>
<th>Sufficient for Consideration</th>
<th>Not Sufficient Alone for Consideration</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The study of influential philosophers (e.g., Plato, Socrates, Locke, Confucius).</td>
<td>• Content that requires self-examination measured against a standard of morals or ethics from only particular philosophy that is implied as the “right” way of thinking.</td>
</tr>
<tr>
<td>• The study of the ways ancient philosophies has influenced western thought.</td>
<td>• The study of ethics exclusively from a church or religious perspective.</td>
</tr>
<tr>
<td>• Provide opportunities for students to self-examine their own ideas relative to the worldviews, standard, ideas and ethics of major philosophers studied in the course.</td>
<td>• An exclusive study of a particular worldview from the perspective of a church or religion.</td>
</tr>
<tr>
<td>• Students learn new terms and phrases specific to influential philosophers and apply them appropriately in verbal and written form.</td>
<td></td>
</tr>
<tr>
<td>• Increase students’ ability to apply knowledge, conclusions and personal theories developed from texts into verbal and written form.</td>
<td></td>
</tr>
<tr>
<td>• Enable students to learn new terms and phrases specific to major world religions and can apply them appropriately in verbal and written form.</td>
<td></td>
</tr>
</tbody>
</table>
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>Name of Student:</th>
<th>Student’s NCAA ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Name/Location:</th>
<th>Grade/Year Taken:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please select the subject area for which this course receives graduation credit:

- English
- Math
- Non-Doctrinal Religion
- Social Studies
- Science
- Philosophy
- Foreign Language

<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:
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** (mm/dd/yyyy):

**Keep in mind!**

Documents should be sent as attachments via email. Photos of documents cannot be accepted. Documents cannot be sent via Adobe EchoSign or Dropbox.

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

Please return with the Home School Cover Sheet via High School Portal upload or email to ec-processing@ncaa.org.
Home School Review Process Flow Chart

**Documents Received**
- If mailed: Documents are separated and imaged to the student’s account. Allow up to five business days from receipt to appear in student’s account.
- If emailed: Allow up to two business days from receipt to appear in student’s account.
- If uploaded: Immediately attached to student’s account.

**Task Closed**
- Home school documents received: Corresponding tasks are closed.

**Task Closed/Reopened**
- Task closed but subsequently reassigned. Document(s) submitted considered unofficial. Please review document requirements and resubmit.

**Is student active on an institution’s request list (IRL)?**
- No → No Review
- Yes → Home School Review

**Home School Review**
- Home school documents are reviewed to determine what coursework is “core” and is approved for use for initial eligibility.
- Allow up to six business days from the time that the last home school task was completed for this process.

**Academic Certification**
- If no other academic tasks are outstanding, a certification will be attempted and all approved coursework will be entered within 10 business days from when the “Your Home School Review is Pending” task is closed.
- If additional academic task(s) are outstanding in account, the home school decision will not be communicated. All academic task(s) must be completed in order for coursework to be entered in a certification.

**Additional Home School Review**
- Home School Review evaluates documents received and makes decision re: approval/denial of coursework.

**Request for Information**
- If documents are not sufficient, task(s) may be assigned requesting additional/missing information.
- Task(s) remain open until requested information is received.
- The review of documents received may take up to six business days from the time that the task(s) were completed.

**Was requested information received?**
- Yes → Task Remains Open
- No
Home School Checklist

- Create an account and register with the NCAA Eligibility Center at eligibilitycenter.org. Registration includes completing the amateurism questionnaire and paying the registration fee.

- Submit payment for registration fee of $80 for U.S., U.S. Territories and Canadian students (U.S. Territories include American Samoa, Guam, Northern Mariana Islands, Puerto Rico and U.S. Virgin Islands); $135 for all others (international students).
  - The student is eligible for a waiver of the registration fee only if he or she received a waiver of the SAT or ACT fee. *(This is not the same as a U.S. state voucher.)*
  - To receive a registration fee waiver, please email a copy of the letter from the SAT or ACT granting the fee waiver to ec-processing@ncaa.org.

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

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

*Keep in mind!* Failure to include all elements listed above will result in the transcript being declared unofficial.
**When to Submit Transcripts**

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

- For more information, see the “Transcript Information” section of this document.

**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 this document.

**Item C: High School Core-Course Worksheet**

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

- A core-course worksheet is not required for college courses. However, course(s) must be listed on the home school transcript with grade and credit and clearly designated as a college course. The name and location (city and state) of the college must be included on the transcript.

- A core-course worksheet is not required for fine arts courses (Health, Physical Education, Art).

- For more information, see the “Core-Course Worksheet Information” section of this document.

**Item D: Proof of high school graduation**

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

- If you were home schooled in New York or Hawaii, see the “Exceptions” section of this document for important information.

- For more information on acceptable proof of graduation, see the “Accepted Proof of Graduation” section of this document.

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

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

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

How to submit documents
- For more information on how to submit required and official documentation, see the “Submitting Student Records” section of this document.

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.
Registration Error

Registered as a Home School Student in Error
If a student erroneously registers with the NCAA Eligibility Center that he or she is home schooled, 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 that transcripts be reviewed by the Home School Review staff to evaluate if the home school flag is appropriate. If it is determined that that student was not home schooled, the home school flag and related tasks are closed.

If, upon review of each high school transcript, evidence of home schooling exists, the student will be required to provide the appropriate home school documentation for review:

- Home school transcript.
- Administrator and Accordance Statement Form.
- Core-course worksheets for each core-course completed.

Keep in mind! This review may take up to five business days.
Home School Email Cover Sheet

Please complete this form and submit with your emailed documents. 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.

PLEASE USE THIS FORM FOR SUBMISSION OF HOME SCHOOL DOCUMENTATION ONLY. 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):

- **Item 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.

- **Item 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 that home schooling was conducted in accordance with state laws. Click here for the Home School Administrator and Accordance Statement form.

- **Item C:** Core-course worksheets (one for each core course taken during home schooling). Click here for the core-course worksheet.

- **Item D:** Proof of graduation, including specific graduation date (month/day/year of graduation).
  - If you were home schooled in New York or Hawaii, or attended Florida Virtual, please see the “Exceptions” section of this document for important information.

- **Other** (please specify):
  

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.
Home School Resources

- Home School Students information page (on NCAA.org)
- Home School Checklist
- Administrator and Accordance Statement
- Core-course worksheet
- Core-course worksheet instructions
- Sample transcript
- Email cover sheet

FAQs

How can home school documentation be submitted?
Home school documents can be uploaded directly to the student’s Eligibility Center account. An approved home school umbrella program with access to the High School Portal can upload transcripts.

Documents may also be emailed to ec-processing@ncaa.org or sent through the U.S. mail or overnight. Uploading is the preferred method of submitting transcripts, and best practice, as uploaded documents are immediately attached to the student’s NCAA Eligibility Center account. (Documents emailed or sent via U.S. mail require additional processing time.)

- Only home school administrators or home school umbrella programs can submit student documentation. Student-submitted documentation will not be accepted.
- For more information on how to submit required and official documentation, see the “Submitting Student Records” section of this document.

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. The home school administrator should send the fee waiver received from the testing agency to ec-processing@ncaa.org for processing.

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

Yes, we need all of the core-course worksheets and other related tasks. We will accept the transcript from the umbrella program.

- If the umbrella program is an approved program, the Administrator and Accordance Statement form will not be required.

Where can a college-bound student-athlete find information about home school?

NCAA.org and eligibilitycenter.org both have pages specific to home school students. Enter “home school” in the search field.

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 are ACT/SAT scores submitted?

Scores need to be sent directly from the testing agency. When registering for the test, the student should enter the NCAA Eligibility Center’s code, 9999, to ensure results are sent directly from the testing agency to the Eligibility Center.

Can documents be signed electronically?

No. Home school documents must always include the handwritten signature of the home school administration. Documentation that includes an electronic signature if be considered unofficial in all instances.