



## Home School Checklist

- Create an account and register with the NCAA Eligibility Center at [eligibilitycenter.org](http://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](mailto: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 home schooling 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 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. 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.