

End of Year Reminders

June 3, 2008

Student-Athletes: Don't Forget to Request Final Transcripts As the school year comes to a close, it is time for high school student-athletes who are going to participate in intercollegiate athletics at an NCAA Division I or II institution to make certain their final transcripts have been submitted to the NCAA Eligibility Center (formerly known as the Clearinghouse). To ensure this, high school student-athletes should:

1. Log on to www.ncaaclearinghouse.net with their pin.
2. Click on the section for transcript release forms
3. Click on Copy 2, print it, sign it (parents must sign if under 18) and give it to the guidance counselor.

Student-Athletes: Complete the Amateurism Questionnaire While logged on to the Eligibility Center website, it would be best to complete the amateurism questionnaire. It is important to remember that in order to be certified as eligible for a Division I or II institution, student-athletes must meet academic and amateurism requirements. The amateurism requirements cannot be met unless all of the questions in the amateurism questionnaire are completed. Questions should be answered truthfully. Student-athletes will be notified if the Eligibility Center requires additional information.

Student-Athletes: Check E-Mail The Eligibility Center communicates with registered student-athletes via e-mail. Each student-athlete provided the Eligibility Center with an e-mail address when they registered. Thus, it is very important to check e-mail to see if the Eligibility Center is requesting additional information. Certification can be delayed for lack of additional information simply because a student-athlete didn't check e-mail.

Counselors: Send Final Transcripts Final high school transcripts of the student-athletes must be sent to the Eligibility Center at the conclusion of the school year. Student-athletes should provide Copy 2 of the transcript release form and it should be sent via mail along with the final transcript to the Eligibility Center. The address is:
NCAA Eligibility Center P.O. Box 7136 Indianapolis, IN 46207

Please be advised that faxed transcripts are not accepted by the Eligibility Center. It is very important to make certain that the proof of graduation is included, that course titles are correct, the grades are correct and the units of credit correct. If a student-athlete is not certified because of a computer or human error in the production of transcripts, the student-athlete must go through a difficult waiver process which would require a high school to produce written policies on grade changes.

Eligibility Center Telephone Line Exclusively for High School Administrators The Eligibility Center has added a telephone line exclusively for high school administrators. The telephone number is 877-622-2321. Be prepared to present the high school code and assigned pin.



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