

STEPS TO REGISTER WITH THE NCAA CLEARINGHOUSE

- STEP 1:** It is recommended that the student athlete registers in his/her junior year, beginning in the month of May. To register the student athlete needs to apply online at: www.eligibilitycenter.org.
- STEP 2:** After the student registration is complete you must go to Student Services and request that your transcripts be sent to the NCAA Clearinghouse. One will be sent with a final junior transcript and one will be sent with a final senior transcript.
(Note: A transcript must be sent from each high school attended.)
- STEP 3:** All prospective student-athletes intending to enroll in an NCAA Division I or II institution for the first time on or after August 1, 2007 must complete the NCAA Amateurism Certification questionnaire.
- STEP 4:** Test scores must be reported directly from either ACT or SAT. They will no longer be accepted from the high school transcript. When registering to take the SAT's or ACT's you should include the NCAA as one of your free choices to where to send your scores. The code for the NCAA is 9999. If you did not do this, go online for SAT scores to www.collegeboard.com or for ACT scores to www.actstudent.org and send your scores directly to the NCAA Clearinghouse.
- STEP 5:** Upon completion of the junior year, the final junior transcript will be sent to the Clearinghouse. The student will receive an initial clearing statement from the Clearinghouse in the fall of the student's senior year.
- STEP 6:** Before the end of the senior year, you must request the **Final Amateurism Certification** for **each sport** that you will participate in. Log back into your account at www.eligibilitycenter.org. Click on **MY PLANNER**. Then select the red **"Request Final Amateurism"** button and follow the instructions.
- STEP 7:** After graduation, the student's final senior transcript with the exact date of graduation will be sent to the Clearinghouse from the high school. The student will then receive a final clearing statement from the Clearinghouse. The Clearinghouse usually requests this, but to speed the process, the student can request the transcript be sent on or near the last day of school of his/her senior year.

In completing the registration forms, the high school CEEB code is required. **Our high school CEEB CODE is: 111630**

Additional Clearinghouse Information

When registering online for the NCAA Clearinghouse you will need to do the following:

1. Input your social security number, name, address, date of birth and email address in the opening section.
2. Indicate which sport or sports you are planning on playing in college. Put down all sports you're interested in, even if you're not getting a scholarship for that sport.
3. Decide whether you want your correspondence with the NCAA Clearinghouse to be through email or through the regular mail. Choose the email option to expedite your eligibility process.
4. Choose a personal identification number so you can pull up your paperwork once it has cleared. Pay the \$50 processing fee. This is a one-time fee and you can use a Visa or Mastercard on this step. You can also use a check or money order, but it will delay the process until either has cleared. If the student qualifies for free/reduced lunch, there is a waiver in place for the fee. You will need to complete the registration process and then see Ms. Jackson about the waiver for the NCAA Clearinghouse.
5. Agree to the terms of the NCAA Clearinghouse, and have a parent type his or her name at the bottom of the form. This will serve as an electronic signature. Your paperwork is now complete. Come back to the site in a week using your personal identification number to check the status of your application.

Remember that for a Division I or IAA school 16 core courses are required (and sometimes university or state requirements) and for Division II or lower 14 core courses are required (plus additional university or state requirements). Core courses must be NCAA approved. After the class of 2011 graduates, the one diploma plan should take care of most Core Course issues.

Coach Woods and Ms. Jackson currently deal with the NCAA Clearinghouse. If you encounter any problems see them for assistance. Ms. Jackson can be seen by appointment. Coach Woods is available 4th period in ISS, or during periods 5-7.

Clearinghouse Customer Services:
NCAA Eligibility Center
P.O. Box 7136
Indianapolis, IN 46207

Service hours: 8 a.m. – 5 p.m. Central Time
Toll Free: 877-262-1492
FAX : 319-337-1556