

SLEEPY HOLLOW HIGH SCHOOL

NCAA CLEARINGHOUSE CERTIFICATION

Step 1 CLEARINGHOUSE APPLICATION

Applications can be obtained and completed online at www.ncaaclearinghouse.net
This form should be submitted **AFTER YOUR JUNIOR YEAR**. The Clearinghouse will not process a transcript with fewer than six semesters.

Step 2 COMPLETE THE STUDENT RELEASE FORM

Section I Student information

Complete all questions.

Section II High school information

Sleepy Hollow High School, Sleepy Hollow, NY; code number 334220

Section III Previous high school information

Complete **ONLY** if you have attended a high school before coming to SHHS – do not list middle or junior high schools.

Section IV Disability information

To be completed only if you have a diagnosed disability and need information on accommodations.

Section V Password

Fill in a Pin number so you can access your status by touch-tone telephone. **Keep a copy of this number for yourself.**

Section VI Output option

You must choose one option – whether to receive all notifications by email or regular mail.

Section VII Payment

Must pay \$30 by credit card if online or by check if paper application.

Section VIII Authorization Signatures

Parents must provide certification and name online or signature on paper application.

Fee Waiver

Fee can be waived only if you had your SAT or ACT fee waived.

Step 3

MAKE COPIES OF YOUR APPLICATION – SUBMIT 2 COPIES TO THE GUIDANCE OFFICE AND KEEP ONE FOR YOUR FILES.

The Guidance Office will send out your transcript along with a copy of the student release form to the NCAA Clearinghouse Forms Processing Center to complete your application.

Step 4 **CHECK APPLICATION CAREFULLY AND SUBMIT ONLINE APPLICATION OR MAIL PAPER APPLICATION (along with payment) TO THE CLEARINGHOUSE.**

Step 5 **HAVE SAT OR ACT SCORES SENT TO THE CLEARINGHOUSE.** Fill in Code 9999 when you register to take the test; if you have already taken the test, request additional score reports be sent to the Clearinghouse using the 9999 code on the SAT or ACT Additional Report Request Form. Be sure to obtain a Pin Code ID #.

If you have additional questions call the NCAA Clearinghouse at (877) 262-1492 or Denise M. Kiernan, Athletic Director, Sleepy Hollow High School at (914) 631-3664.