



January 16, 2004

P.O. Box 6222  
Indianapolis, Indiana 46206  
Telephone: 317/917-6222

Shipping/Overnight Address:  
1802 Alonzo Watford Sr. Drive  
Indianapolis, Indiana 46202

[www.ncaa.org](http://www.ncaa.org)

Mr. J. Michael Smith  
President  
Home School Legal Defense Association  
P.O. Box 3000  
Purcellville, Virginia 20134

Dear Mr. Smith:

This is to inform you about some changes regarding the NCAA initial-eligibility certification of prospective student-athletes who have been home schooled at any point during their secondary education.

As you know, home-schooled students previously had their final initial-eligibility certification determined through the initial-eligibility waiver process. This process required the prospective student-athlete's collegiate institution to gather pertinent information regarding the individual's home-school experience and submit that information to a waiver committee, which made the final determination.

The new procedure, effective April 1, 2004, will require home-schooled prospective student-athletes to register with the NCAA Initial-Eligibility Clearinghouse in the same manner as traditionally schooled students. Specially trained staff at the clearinghouse will then perform a final certification, which will be reported back to the student and to any colleges or universities that have requested the information.

To begin the process, the home-schooled student-athlete should follow these steps:

1. Register with the clearinghouse.
  - The clearinghouse will have its online registration procedures available for home-school students beginning **April 1, 2004.**
  - Online registration may be found at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net). From the home page, click on "Prospective Student-Athletes," then "Domestic Student-Release Form."

Registration requires a payment of \$30, which may be made online with a credit or debit card. Those who do not wish to pay the fee online may print a PDF version of the form and mail the form to the clearinghouse.

National Collegiate Athletic Association

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- Only students who will be entering an NCAA Division I or Division II institution need to register with the clearinghouse.
- Students entering a Division I or Division II institution in fall 2004 and after may register with the clearinghouse. Any home-schooled student wishing to enroll in a Division I or II institution in spring 2004 must have their institution file an initial-eligibility waiver on their behalf.

2. Take the ACT and/or SAT test.

- When registering for the ACT and/or SAT test, the student should select the clearinghouse as one of the recipients of the test score. The clearinghouse code is **9999**. By selecting code 9999, the test score will be sent automatically to the clearinghouse. If code 9999 is not selected when registering, the score must be sent from the testing agency to the clearinghouse. Please note that the testing agencies charge an additional fee for these secondary test-score reports; therefore, it is important to use the clearinghouse code in the registration process.
- The test must be taken on a national testing date under standard testing conditions. Therefore, residual, regional and state testing administrations are not acceptable. Students with documented learning disabilities may take a nonstandard test.

3. After high-school graduation, the following items must be sent to the clearinghouse:

- Transcript, including the following:
  - Course titles;
  - Course grades;
  - Units of credit for courses; and
  - Grading scale.
- Proof of high-school graduation.
  - May be listed on the transcript.
  - May be a separate document showing proof of graduation.
  - Must show month and year of graduation.
- List of texts used in core courses throughout home-school instruction.
  - List must include title and publisher of text.
  - List must include the course title related to the text.

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- Proof that home schooling was conducted in accordance with state law.
  - Copies of state required forms, if applicable.
  - Statement from the home-school teacher that home schooling was conducted in accordance with state law.

After the clearinghouse receives the required documentation, a final certification report may be performed. A student may check his or her eligibility status at any time by logging on to the clearinghouse Web site with their social security number (SSN) and self-selected personal identification number (PIN).

The following contact information may be helpful to your constituents:

***NCAA Initial-Eligibility Clearinghouse***

Mailing Address: P.O. Box 4043  
Iowa City, Iowa 52243-4043

Shipping Address: 301 ACT Drive  
Iowa City, Iowa 52243-4044

Toll-free Customer Service Line: 877/262-1492  
(Available 8 a.m. to 5 p.m. Central time, Monday – Friday.)

Toll-free 24-Hour Voice Response: 877/861-3003  
(You must be registered and have your SSN and PIN to access the voice response system.)

Please feel free to share this letter with your teachers, students, administrators and any other constituents you feel would benefit from the information.

Please contact me if you have questions or need further assistance.

Sincerely,

Amy Haworth  
Assistant Director of Membership Services

AH:cvs