

**NCAA Eligibility Resources and Contact Information**  
**For Prospective Student-Athletes and Parents**

Online Resources

Eligibility Center: [www.eligibilitycenter.org](http://www.eligibilitycenter.org)

- Click on “Enter Here” for College Bound Student-Athletes and click on the “Resources” button

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

- Hover over “Student-Athletes” at the top of the page
- Guide for the College Bound Student-Athlete and Transfer Guides

Class of 2016 rule changes: [www.2point3.org](http://www.2point3.org)

Mailing Addresses

Regular Mail:

NCAA Eligibility Center  
Certification Processing  
P.O. Box 7136  
Indianapolis, IN 46207-7136

Overnight Mail:

NCAA Eligibility Center  
Certification Processing  
1802 Alonzo Watford Sr. Drive  
Indianapolis, IN 46202

Customer Service Phone Numbers

Parents and Students: (877) 262-1492

Fax Number: (317) 968-5100

Hours: 8:30 a.m.- 6 p.m. EST Monday-Friday



## STEP BY STEP CHECKLIST

### Ninth and Tenth Grades

1. Start planning now! Meet with your high school guidance counselor regarding course selection in order to:
  - ✓ Meet high school graduation requirements and NCAA initial-eligibility requirements.
  - ✓ Take classes that match your high school's list of approved core courses.
2. If you fall behind, use summer school sessions to catch up. Always check with your guidance counselor before enrolling in a nontraditional course.

### Eleventh Grade

1. Continue to take courses that meet high school graduation requirements and meet NCAA initial-eligibility requirements. If you fall behind, use summer school sessions to catch up. Always check with your guidance counselor before enrolling in a nontraditional course.
2. Register to take the ACT and/or SAT test.
  - ✓ When registering for the ACT/SAT, students must select the Eligibility Center as one of the recipients of their test score. [Code: 9999]
  - ✓ Take the writing component of the ACT and/or SAT. Though this is not counted by the NCAA, many universities require the writing portion for admission purposes.
  - ✓ Test scores must be reported to the Eligibility Center directly from the testing agency. Test scores will not be accepted if reported on a high school transcript.
3. At the end of your junior year, if not before, register with the NCAA Eligibility Center and complete the amateurism certification questionnaire ([www.eligibilitycenter.org](http://www.eligibilitycenter.org))
  - ✓ Registration fee: \$75 for domestic students and \$130 for international students.
  - ✓ A fee waiver is available for students who received a waiver of the ACT/SAT fee. Your high school guidance counselor must request the fee waiver online through the Eligibility Center.
4. After you register with the Eligibility Center, the high school must send an official transcript to the Eligibility Center.
  - ✓ The Eligibility Center must have a transcript with at least six semesters represented to do a preliminary certification.
  - ✓ Transcripts may be sent by regular mail, overnight delivery, or through an electronic transcript service. Transcripts cannot be faxed or emailed.
  - ✓ If you attended more than one high school, the Eligibility Center will need official transcripts from all high schools.
5. Review transcript carefully before sending it to the Eligibility Center. Compare courses on transcript to courses approved by the NCAA. The list of approved core courses is available on the Eligibility Center website at [www.eligibilitycenter.org](http://www.eligibilitycenter.org).
  - ✓ Are the course titles correct? [Note: If the course title on the transcript does not match what is on the high school's list of approved core courses, the course will not count as a core course.]
  - ✓ Are the grades correct?
  - ✓ Are the units of credit correct?

### Twelfth Grade

1. Take the SAT and/or ACT again, if necessary.
2. Continue to take college-prep courses. Check the courses you have taken to make sure they match your high school's list of approved core courses ([www.eligibilitycenter.org](http://www.eligibilitycenter.org)).
3. Review your amateurism questionnaire responses and request final amateurism certification on or after April 1 (for fall enrollees) or October 1 (for spring enrollees).
4. After high school graduation, ask your high school counselor to send your final transcript to the Eligibility Center.
  - ✓ Transcript must show proof of graduation.
  - ✓ Transcripts cannot be faxed.
  - ✓ If you attended more than one high school, the Eligibility Center will need official transcripts from all high schools.

**\*\*\*Students will not receive final certification by the Eligibility Center until the Eligibility Center receives the student's test scores, final copy of the high school transcript and payment.\*\*\***

# NCAA ELIGIBILITY CENTER QUICK REFERENCE GUIDE



Eligibility Center

## NCAA Division I Initial-Eligibility Requirements

### Core Courses: (16)

- **Initial full-time collegiate enrollment *before* August 1, 2016:**
  - Sixteen (16) core courses are required (see chart below for subject-area requirements).
- **Initial full-time collegiate enrollment *on or after* August 1, 2016:**
  - Sixteen (16) core courses are required (see chart below for subject-area requirements).
    - Ten (10) core courses completed before the seventh semester; seven (7) of the 10 must be in English, math or natural/physical science.
      - These courses/grades are "locked in" at start of the seventh semester (cannot be repeated for grade-point average [GPA] improvement to meet initial-eligibility requirements for competition).
  - Students who do not meet core-course progression requirements may still be eligible to receive athletics aid and practice in the initial year of enrollment by meeting academic redshirt requirements (see below).

### Test Scores: (ACT/SAT)

- Students must present a corresponding test score and core-course GPA on the sliding scale (see Page No. 2).
  - **SAT:** critical reading and math sections.
    - Best subscore from each section is used to determine the SAT combined score for initial eligibility.
  - **ACT:** English, math, reading and science sections.
    - Best subscore from each section is used to determine the ACT sum score for initial eligibility.
- All ACT and SAT attempts *before* initial full-time collegiate enrollment may be used for initial eligibility.
- Enter 9999 during ACT or SAT registration to ensure the testing agency reports your score directly to the NCAA Eligibility Center. **Test scores on transcripts will not be used.**

### Core Grade-Point Average:

- Only core courses that appear on the high school's List of NCAA Courses on the NCAA Eligibility Center's website ([www.eligibilitycenter.org](http://www.eligibilitycenter.org)) will be used to calculate your core-course GPA. Use this list as a guide.
- **Initial full-time collegiate enrollment *before* August 1, 2016:**
  - Students must present a corresponding test score (ACT sum score or SAT combined score) and core-course GPA (minimum 2.000) on Sliding Scale A (see Page No. 2).
  - Core-course GPA is calculated using the **best 16 core courses** that meet subject-area requirements.
- **Initial full-time collegiate enrollment *on or after* August 1, 2016:**
  - Students must present a corresponding test score (ACT sum score or SAT combined score) and core-course GPA (minimum 2.300) on Sliding Scale B (see Page No. 2).
  - Core-course GPA is calculated using the **best 16 core courses** that meet both progression (10 before seventh semester; seven in English, math or science; "locked in") and subject-area requirements.

#### DIVISION I

##### Core-Course Requirement (16)

- 4 years of English
- 3 years of math (Algebra I or higher)
- 2 years of natural/physical science (1 year of lab if offered)
- 1 year of additional English, math or natural/physical science
- 2 years of social science
- 4 years of additional courses (any area above, foreign language or comparative religion/philosophy)

#### DIVISION I – 2016

##### Qualifier Requirements

*\*Athletics aid, practice, and competition*

- 16 core courses
  - Ten (10) core courses completed before the start of seventh semester. Seven (7) of the 10 must be in English, math or natural/physical science.
    - "Locked in" for core-course GPA calculation.
- Corresponding test score (ACT sum score or SAT combined score) and core-course GPA (minimum 2.300) on Sliding Scale B (see Page No. 2).
- Graduate from high school.

#### DIVISION I – 2016

##### Academic Redshirt Requirements

*\*Athletics aid and practice (no competition)*

- 16 core courses
  - No grades/credits "locked in" (repeated courses after the seventh semester begins may be used for initial eligibility).
- Corresponding test score (ACT sum score or SAT combined score) and core-course GPA (minimum 2.000) on Sliding Scale B (see Page No. 2).
- Graduate from high school.

| Sliding Scale A                            |                             |         |
|--|-----------------------------|---------|
| Use for Division I prior to August 1, 2016 |                             |         |
| NCAA DIVISION I SLIDING SCALE              |                             |         |
| Core GPA                                   | SAT<br>Verbal and Math ONLY | ACT Sum |
| 3.550 & above                              | 400                         | 37      |
| 3.525                                      | 410                         | 38      |
| 3.500                                      | 420                         | 39      |
| 3.475                                      | 430                         | 40      |
| 3.450                                      | 440                         | 41      |
| 3.425                                      | 450                         | 41      |
| 3.400                                      | 460                         | 42      |
| 3.375                                      | 470                         | 42      |
| 3.350                                      | 480                         | 43      |
| 3.325                                      | 490                         | 44      |
| 3.300                                      | 500                         | 44      |
| 3.275                                      | 510                         | 45      |
| 3.250                                      | 520                         | 46      |
| 3.225                                      | 530                         | 46      |
| 3.200                                      | 540                         | 47      |
| 3.175                                      | 550                         | 47      |
| 3.150                                      | 560                         | 48      |
| 3.125                                      | 570                         | 49      |
| 3.100                                      | 580                         | 49      |
| 3.075                                      | 590                         | 50      |
| 3.050                                      | 600                         | 50      |
| 3.025                                      | 610                         | 51      |
| 3.000                                      | 620                         | 52      |
| 2.975                                      | 630                         | 52      |
| 2.950                                      | 640                         | 53      |
| 2.925                                      | 650                         | 53      |
| 2.900                                      | 660                         | 54      |
| 2.875                                      | 670                         | 55      |
| 2.850                                      | 680                         | 56      |
| 2.825                                      | 690                         | 56      |
| 2.800                                      | 700                         | 57      |
| 2.775                                      | 710                         | 58      |
| 2.750                                      | 720                         | 59      |
| 2.725                                      | 730                         | 59      |
| 2.700                                      | 730                         | 60      |
| 2.675                                      | 740-750                     | 61      |
| 2.650                                      | 760                         | 62      |
| 2.625                                      | 770                         | 63      |
| 2.600                                      | 780                         | 64      |
| 2.575                                      | 790                         | 65      |
| 2.550                                      | 800                         | 66      |
| 2.525                                      | 810                         | 67      |
| 2.500                                      | 820                         | 68      |
| 2.475                                      | 830                         | 69      |
| 2.450                                      | 840-850                     | 70      |
| 2.425                                      | 860                         | 70      |
| 2.400                                      | 860                         | 71      |
| 2.375                                      | 870                         | 72      |
| 2.350                                      | 880                         | 73      |
| 2.325                                      | 890                         | 74      |
| 2.300                                      | 900                         | 75      |
| 2.275                                      | 910                         | 76      |
| 2.250                                      | 920                         | 77      |
| 2.225                                      | 930                         | 78      |
| 2.200                                      | 940                         | 79      |
| 2.175                                      | 950                         | 80      |
| 2.150                                      | 960                         | 80      |
| 2.125                                      | 960                         | 81      |
| 2.100                                      | 970                         | 82      |
| 2.075                                      | 980                         | 83      |
| 2.050                                      | 990                         | 84      |
| 2.025                                      | 1000                        | 85      |
| 2.000                                      | 1010                        | 86      |

| Sliding Scale B                             |                             |         |
|---|-----------------------------|---------|
| Use for Division I beginning August 1, 2016 |                             |         |
| NCAA DIVISION I SLIDING SCALE               |                             |         |
| Core GPA                                    | SAT<br>Verbal and Math ONLY | ACT Sum |
| 3.550                                       | 400                         | 37      |
| 3.525                                       | 410                         | 38      |
| 3.500                                       | 420                         | 39      |
| 3.475                                       | 430                         | 40      |
| 3.450                                       | 440                         | 41      |
| 3.425                                       | 450                         | 41      |
| 3.400                                       | 460                         | 42      |
| 3.375                                       | 470                         | 42      |
| 3.350                                       | 480                         | 43      |
| 3.325                                       | 490                         | 44      |
| 3.300                                       | 500                         | 44      |
| 3.275                                       | 510                         | 45      |
| 3.250                                       | 520                         | 46      |
| 3.225                                       | 530                         | 46      |
| 3.200                                       | 540                         | 47      |
| 3.175                                       | 550                         | 47      |
| 3.150                                       | 560                         | 48      |
| 3.125                                       | 570                         | 49      |
| 3.100                                       | 580                         | 49      |
| 3.075                                       | 590                         | 50      |
| 3.050                                       | 600                         | 50      |
| 3.025                                       | 610                         | 51      |
| 3.000                                       | 620                         | 52      |
| 2.975                                       | 630                         | 52      |
| 2.950                                       | 640                         | 53      |
| 2.925                                       | 650                         | 53      |
| 2.900                                       | 660                         | 54      |
| 2.875                                       | 670                         | 55      |
| 2.850                                       | 680                         | 56      |
| 2.825                                       | 690                         | 56      |
| 2.800                                       | 700                         | 57      |
| 2.775                                       | 710                         | 58      |
| 2.750                                       | 720                         | 59      |
| 2.725                                       | 730                         | 60      |
| 2.700                                       | 740                         | 61      |
| 2.675                                       | 750                         | 61      |
| 2.650                                       | 760                         | 62      |
| 2.625                                       | 770                         | 63      |
| 2.600                                       | 780                         | 64      |
| 2.575                                       | 790                         | 65      |
| 2.550                                       | 800                         | 66      |
| 2.525                                       | 810                         | 67      |
| 2.500                                       | 820                         | 68      |
| 2.475                                       | 830                         | 69      |
| 2.450                                       | 840                         | 70      |
| 2.425                                       | 850                         | 70      |
| 2.400                                       | 860                         | 71      |
| 2.375                                       | 870                         | 72      |
| 2.350                                       | 880                         | 73      |
| 2.325                                       | 890                         | 74      |
| 2.300                                       | 900                         | 75      |
| 2.299                                       | 910                         | 76      |
| 2.275                                       | 910                         | 76      |
| 2.250                                       | 920                         | 77      |
| 2.225                                       | 930                         | 78      |
| 2.200                                       | 940                         | 79      |
| 2.175                                       | 950                         | 80      |
| 2.150                                       | 960                         | 81      |
| 2.125                                       | 970                         | 82      |
| 2.100                                       | 980                         | 83      |
| 2.075                                       | 990                         | 84      |
| 2.050                                       | 1000                        | 85      |
| 2.025                                       | 1010                        | 86      |
| 2.000                                       | 1020                        | 86      |

For more information, visit [www.eligibilitycenter.org](http://www.eligibilitycenter.org) or [www.2point3.org](http://www.2point3.org).

# NCAA ELIGIBILITY CENTER QUICK REFERENCE GUIDE



Eligibility Center

## Division II Initial-Eligibility Requirements

### Core Courses

- **Division II currently requires 16 core courses.** See the chart below.
- **Beginning August 1, 2018**, to become a full or partial qualifier for Division II, all college-bound student-athletes must complete the 16 core-course requirement.

### Test Scores

- **Division II** currently requires a minimum SAT score of 820 or an ACT sum score of 68. **Beginning August 1, 2018**, Division II will use a sliding scale to match test scores and core-course grade-point averages (GPA). The sliding scale for those requirements is shown on Page No. 2 of this sheet.
- The SAT score used for NCAA purposes includes **only** the critical reading and math sections. The writing section of the SAT is not used.
- The ACT score used for NCAA purposes is a **sum** of the following four sections: English, mathematics, reading and science.
- **When you register for the SAT or ACT, use the NCAA Eligibility Center code of 9999 to ensure all SAT and ACT scores are reported directly to the NCAA Eligibility Center from the testing agency. Test scores that appear on transcripts will not be used.**

### Grade-Point Average

- Be sure to look at your high school's List of NCAA Courses on the NCAA Eligibility Center's website ([www.eligibilitycenter.org](http://www.eligibilitycenter.org)). Only courses that appear on your school's approved List of NCAA Courses will be used in the calculation of the core GPA. Use the list as a guide.
- The current **Division II** core GPA requirement is a minimum of 2.000. **Division II** core GPA required to be eligible for competition on or after August 1, 2018, is 2.200 (corresponding test-score requirements are listed on the Sliding Scale on Page No. 2 of this sheet).
- The minimum **Division II** core GPA required to receive athletics aid and practice as a partial qualifier on or after August 1, 2018, is 2.000 (corresponding test-score requirements are listed on the Sliding Scale on Page No. 2 of this sheet).
- Remember, the NCAA core GPA is calculated using NCAA core courses only.

#### **DIVISION II 16 Core Courses**

- 3 years of English.
- 2 years of mathematics (Algebra I or higher).
- 2 years of natural/physical science (1 year of lab if offered by high school).
- 3 years of additional English, mathematics or natural/physical science.
- 2 years of social science.
- 4 years of additional courses (from any area above, foreign language or comparative religion/philosophy).

**DIVISION II  
COMPETITION SLIDING SCALE**

*Use for Division II beginning August 1, 2018*

| Core GPA      | SAT<br><small>Verbal and Math ONLY</small> | ACT Sum    |
|---------------|--|------------|
| 3.300 & above | 400  | 37         |
| 3.275         | 410  | 38         |
| 3.250         | 420  | 39         |
| 3.225         | 430  | 40         |
| 3.200         | 440  | 41         |
| 3.175         | 450  | 41         |
| 3.150         | 460  | 42         |
| 3.125         | 470  | 42         |
| 3.100         | 480  | 43         |
| 3.075         | 490  | 44         |
| 3.050         | 500  | 44         |
| 3.025         | 510  | 45         |
| 3.000         | 520  | 46         |
| 2.975         | 530  | 46         |
| 2.950         | 540  | 47         |
| 2.925         | 550  | 47         |
| 2.900         | 560  | 48         |
| 2.875         | 570  | 49         |
| 2.850         | 580  | 49         |
| 2.825         | 590  | 50         |
| 2.800         | 600  | 50         |
| 2.775         | 610  | 51         |
| 2.750         | 620  | 52         |
| 2.725         | 630  | 52         |
| 2.700         | 640  | 53         |
| 2.675         | 650  | 53         |
| 2.650         | 660  | 54         |
| 2.625         | 670  | 55         |
| 2.600         | 680  | 56         |
| 2.575         | 690  | 56         |
| 2.550         | 700  | 57         |
| 2.525         | 710  | 58         |
| 2.500         | 720  | 59         |
| 2.475         | 730  | 60         |
| 2.450         | 740  | 61         |
| 2.425         | 750  | 61         |
| 2.400         | 760  | 62         |
| 2.375         | 770  | 63         |
| 2.350         | 780  | 64         |
| 2.325         | 790  | 65         |
| 2.300         | 800  | 66         |
| 2.275         | 810  | 67         |
| 2.250         | 820  | 68         |
| 2.225         | 830  | 69         |
| 2.200         | 840 & above                                | 70 & above |

**DIVISION II  
PARTIAL QUALIFIER SLIDING SCALE**

*Use for Division II beginning August 1, 2018*

| Core GPA      | SAT<br><small>Verbal and Math ONLY</small> | ACT Sum    |
|---------------|--|------------|
| 3.050 & above | 400  | 37         |
| 3.025         | 410  | 38         |
| 3.000         | 420  | 39         |
| 2.975         | 430  | 40         |
| 2.950         | 440  | 41         |
| 2.925         | 450  | 41         |
| 2.900         | 460  | 42         |
| 2.875         | 470  | 42         |
| 2.850         | 480  | 43         |
| 2.825         | 490  | 44         |
| 2.800         | 500  | 44         |
| 2.775         | 510  | 45         |
| 2.750         | 520  | 46         |
| 2.725         | 530  | 46         |
| 2.700         | 540  | 47         |
| 2.675         | 550  | 47         |
| 2.650         | 560  | 48         |
| 2.625         | 570  | 49         |
| 2.600         | 580  | 49         |
| 2.575         | 590  | 50         |
| 2.550         | 600  | 50         |
| 2.525         | 610  | 51         |
| 2.500         | 620  | 52         |
| 2.475         | 630  | 52         |
| 2.450         | 640  | 53         |
| 2.425         | 650  | 53         |
| 2.400         | 660  | 54         |
| 2.375         | 670  | 55         |
| 2.350         | 680  | 56         |
| 2.325         | 690  | 56         |
| 2.300         | 700  | 57         |
| 2.275         | 710  | 58         |
| 2.250         | 720  | 59         |
| 2.225         | 730  | 60         |
| 2.200         | 740  | 61         |
| 2.175         | 750  | 61         |
| 2.150         | 760  | 62         |
| 2.125         | 770  | 63         |
| 2.100         | 780  | 64         |
| 2.075         | 790  | 65         |
| 2.050         | 800  | 66         |
| 2.025         | 810  | 67         |
| 2.000         | 820 & above                                | 68 & above |

For more information, visit the NCAA Eligibility Center website at [www.eligibilitycenter.org](http://www.eligibilitycenter.org).

# What does OTHS have to offer?

O'Fallon Township High School is making CoreCourseGPA.com, a web-based software program, available to all O'Fallon Township High School student-athletes and their parents/guardians **free of charge**.

CoreCourseGPA.com is intended as an informational tool to assist high school student-athletes in determining their NCAA initial eligibility. CoreCourseGPA.com results are determined by applying the eligibility criteria published by the NCAA to the information **you** enter into the CoreCourseGPA.com software.

To **activate** your child's CoreCourseGPA.com membership, follow these simple steps:

1. Go to **www.CoreCourseGPA.com**
2. Click on "**Free New Member Account**" and enter the School ID and School Code in the appropriate fields:

Students/Parents: School ID: 143270

School Code: 734420307

3. Click "**Continue.**"
4. **Fill in the appropriate fields** in the **Create New Student Account** form.

*\*\*Remember to write down the new Member Name and Password you have created.\*\**

5. Click "**Submit.**"

*Congratulations! You have successfully created*

To **login** to your member account and begin using the CoreCourseGPA.com software, follow these simple steps:

1. Go to **www.CoreCourseGPA.com**
2. Enter your **Member Name** and **Password** in the **Member Login** box.

*\*\*Use the Member Name and Password you created during the account activation process.\*\**

3. Click "**Login.**"

*Begin using your CoreCourseGPA.com account!*

O'FALLON TOWNSHIP  
HIGH SCHOOL



CoreCourseGPA.com incorporates the NCAA recognized core courses for O'Fallon Township High School into the online course entry forms, calculates BOTH Division I and Division II core course GPA, automatically factors weighted grades into calculations and tracks course requirements for BOTH Division I and Division II. Your son or daughter's core course information is saved for the duration of their high school career.

**IT IS IMPORTANT TO NOTE THAT YOUR USE OF CORECOURSEGPA.COM IS NOT A SUBSTITUTE FOR REGISTERING WITH THE NCAA ELIGIBILITY CENTER AFTER THE COMPLETION OF SIX HIGH SCHOOL SEMESTERS.**

## DO YOU NEED A TRANSCRIPT? REGISTER WITH PARCHMENT!

- Go to [www.parchment.com](http://www.parchment.com) and select “Sign Up” for the initial registration. You can also access Parchment through the Guidance web page > Transcripts.
- Indicate you are signing up a student, enter your email address, and provide answers to two security questions. A confirmation will be sent to the email address you provide.
- Complete the “Your Information” section.
- We recommend that you select “NO” and “Opt Out” of third-party services.
- Select “Continue” and go to “Transcripts”.
- Select “Get Started”.
- Enter your high school “O’Fallon Township High School” and dates enrolled at OTHS. You do not need your Social Security number.
- College admissions officials expect your letters to be confidential. We recommend that you waive your rights to access letters of recommendation.
- We recommend that you select “No, I do not want to participate in College Discovery”.
- Complete the Transcript Authorization form. Students under age 18 will need a parent signature in this section. Use your mouse or cursor to “sign” your name.
- Complete a FERPA form for Parental Access to Education Records (can be obtained in the OTHS Smiley Guidance Office).
- On the Parchment home page, the student has the option to add their Guidance Counselor. Please add Counselor name and e-mail address as follows:

| Student Last Name | Counselor          | E-mail address   |
|-------------------|--------------------|--|
| A – C             | Mrs. Tiffany Luge  | <a href="mailto:lugget@oths.us">lugget@oths.us</a>     |
| D – J             | Mrs. Ellen Gravlin | <a href="mailto:gravline@oths.us">gravline@oths.us</a> |
| K – Q             | Mr. Travis Hattan  | <a href="mailto:hattant@oths.us">hattant@oths.us</a>   |
| R – Z             | Mrs. Tracey Ritzel | <a href="mailto:ritzelt@oths.us">ritzelt@oths.us</a>   |

### REQUEST YOUR TRANSCRIPT FROM PARCHMENT

*Additional information can be found on the Guidance web page.*

- Under “TRANSCRIPTS”, you may request your transcript by selecting “SEND TRANSCRIPT”. Type in the name of the school under “ACADEMIC INSTITUTIONS” tab and search for your college/university.
- If you are applying to schools on the **Common Application**, select “The Common Application” under “ACADEMIC INSTITUTIONS”. Your transcript will be delivered to the Common Application system where it will be matched with your school forms. “NCAA” can also be found under “ACADEMIC INSTITUTIONS”.
- You should request a transcript for each college you are applying to, select the school and “Save and Continue”. You want to send your “Current Transcript” if you are applying to colleges right now. If you select “Next Grading Period”, your transcript will not be sent until the semester ends in January or June (whichever is applicable).
- The transcript cost will vary. Transcripts sent to schools in the Midwestern Higher Education Compact (MHEC) can be sent for no fee. See Guidance website for list of eligible states. Transcripts sent to other institutions will cost \$2.55 plus handling fees.
- Students eligible for fee waivers should create a Parchment account and then notify Mrs. Wilson in the OTHS Smiley Guidance Office so she can document your account.

Note: Electronic transcripts are only considered official when downloaded directly from the Parchment Exchange website. All other electronic transcripts are considered unofficial.

If you have any problems with Parchment, please contact the Help Center at: [www.parchment.com](http://www.parchment.com)