

Senior Guidebook



Table of Contents

| | |
|---|-----------|
| Important Dates and Contact Info for Seniors and Senior Parents | Pg 1 |
| The College Application Process | Pg 2-4 |
| How to Request Transcripts | Pg 5 |
| Common App And Xello | Pg 6-8 |
| ACT and SAT Information | Pg 9-11 |
| Important FAFSA Information | Pg 12-13 |
| Military Options and Contacts | Pg 14-15 |
| Trade School and Apprenticeships | Pg 16-18 |
| Student Resume Tips | Pg. 19-21 |
| NCAA/NAIA Information | Pg 22-23 |
| After you graduate | Pg 24-25 |

**IMPORTANT SENIOR DATES
2023-2024**

AUGUST:

21st-Begin Senior Meetings

SEPTEMBER:

4th-Labor Day
20th-Senior Opportunity Day
26th-Financial Aid Night

OCTOBER:

1st-FAFSA opens
3rd-Herff Jones Senior Presentation
4th-Parent/Teacher Conferences
5th-PSAT day (Seniors Job Shadow, College Visit)
9th-22nd-Fall Break

NOVEMBER:

1st-Mandatory Senior Parent Meeting,
Parent University
1st-Herff Jones-Cap and Gown ordering opens
7th-eLearning Day
22nd-24th-Thanksgiving Break

DECEMBER:

21st-Begin Winter Break

JANUARY:

8th-Students return
15th-Martin Luther King Day

FEBRUARY:

19th-Presidents Day

MARCH:

22nd-Spring Break Begins

APRIL:

1st-Students return

MAY:

20th-Begin Senior Week
23rd-Gown Pick Up
24th-Grad Practice
24th-Graduation

Counselor Contact Information

| | | |
|-----------------------|----------------|--|
| Choice Counselor: | Karli Urban | kurban@decaturproud.org |
| DTSE Counselor: | Ericka Gayle | egayle@decaturproud.org |
| Edge Counselor: | Jackson Dutton | jdutton@decaturproud.org |
| Innovation Counselor: | Dianna Case | dcase@decaturproud.org |
| New Tech Counselor: | Kara Owens | klowens@decaturproud.org |
| Q & I Counselor: | Sarah Wilson | swilson@decaturproud.org |

How College Applications Are Evaluated

Admissions committees consider multiple factors when reviewing applications:

- Number of academic core classes (English, Math, Science, Social Studies, and World Language)
- Grades in each class (mainly core classes)
- Rigor of high school course work
- GPA: Many colleges use the weighted GPA as listed on your transcript; others may convert the weighted GPA to an unweighted GPA using grades from your academic core coursework only.
- Grade trends through junior year
- Strength of senior year schedule, including number of academic core classes and electives
- SAT/ACT scores
- Secondary School Report and/or Counselor Recommendation
- Essay(s) or personal statement
- Extra-curricular involvement and leadership in and out of school

Other Considerations:

Admissions by program: Some universities admit applicants directly into majors/departments (Direct Admit - e.g. pharmacy, nursing, engineering), and review the intended major during admission consideration. Students are compared to the other applicants intending to pursue the same major. Test scores are often weighed more heavily for such majors than they are for general admission, especially for honors or competitive programs. Performing arts programs (dance, music, theatre) will often require an audition and visual arts programs (painting, photography, sculpture, textiles) may request a portfolio of your work. Architecture/Drafting programs will often request a portfolio as well.

Essays/Personal Statements: College application essays are important in many college applications, particularly to all private colleges and to highly selective public universities. Essays can be more important if a student selects to be "test optional".

Letters of recommendation: Teacher and other recommendations are important to many private colleges and also to some highly selective public universities for admission consideration. Letters of recommendation can be more important if a student selects to be "test optional". Do NOT send more letters than required.

Additional tests: TOEFL (Test of English as a Foreign Language) may be required of non-native speakers of English who have not tested well on the ACT or SAT.

Types of College Applications

- Application submitted directly on the college's website. Must fill out one application for each school in this case.
- Applied submitted to colleges via Common Application (Common App). Common App allows students to fill out and submit one application to multiple schools.

What to Know About Applying Early (Courtesy of the College Board)

If you find a college that you are sure is right for you, apply early. Early Decision and Early Action plans allow you to apply early and receive an admission decision early.

Early Decision plans are binding

You can apply to only one college through Early Decision. You agree to attend that college if it accepts you and offers an adequate financial aid package. You may also apply to other colleges through the regular admission process, but if you are admitted to your first-choice college through Early Decision, you must withdraw all other college applications.

Early Action plans are non-binding

You can apply Early Action to more than one college. Although many colleges will notify you of your admissions decision by early January, you have the right to wait until May 1 before responding. This gives you time to compare colleges, including their financial aid offers, before making a decision.

You shouldn't apply under an Early Decision plan if you think you'll be better off weighing financial aid packages from several colleges later in the spring. While you can turn down an early acceptance if the college is unable to meet your need for financial aid, "need" in this context is determined by formulas, not your family. The vast majority of students will not apply using Early Decision.

Not every college offers an early plan

More than 400 colleges (less than 20 percent) offer an Early Decision plan, an Early Action plan, or both.

Frequently Asked Questions

Q: When do I apply to colleges?

A: Many college applications are available online starting August 1. After your senior appointment you will have all of the necessary tools to start your college applications. Check the application and scholarship deadlines for each college. Always allow at least 2 weeks for your counselor to complete their portion of the application. Colleges encourage students to submit applications as EARLY as possible. We expect that all seniors will have submitted at least one college application by September 15.

Q: Can I apply to colleges if I haven't taken the ACT/SAT or don't have my ACT/SAT scores back?

OR

Can I apply to colleges if I am retaking the ACT/SAT my senior year?

A: Yes! When you register for ACT/SAT indicate the colleges that you want to automatically receive your score report. Complete your college application, and then the college will match your ACT/SAT scores with your file when they arrive at the institution.

Q: Can I apply to a college I haven't visited?

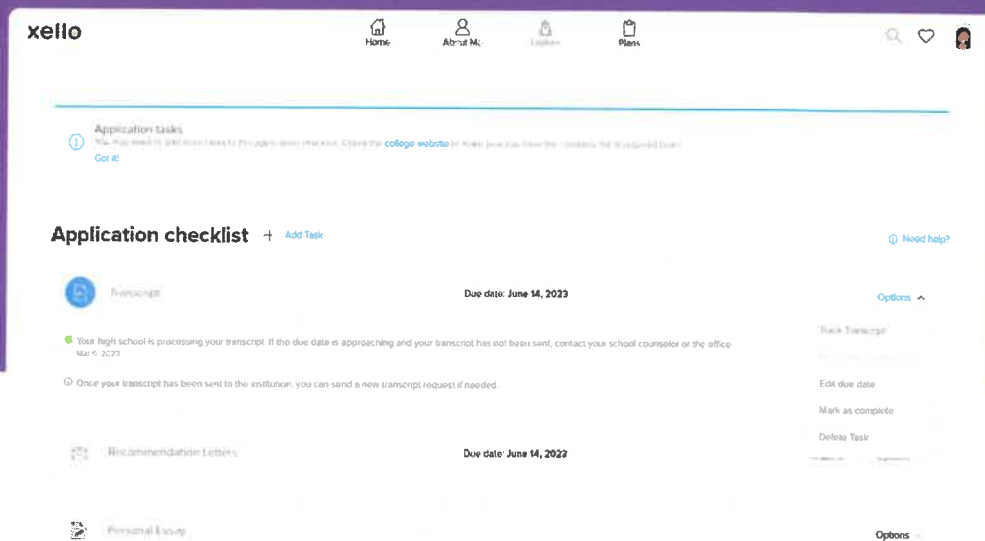
A: Yes. Just make sure to make an official visit to the college before committing to attend.

Q: What if I don't quite meet the college's admission requirements?

A: Seniors who are borderline for admission may be asked by colleges to submit seventh semester grades following an initial review of the application. They also may be asked to retake the ACT or SAT. A strong senior year schedule and earning good grades senior year can give students a better chance at gaining admission after they have proven they are invested and capable of doing the required academic work.

How to request a transcript

Use this quick guide to learn how to request and then track a transcript in Xello. Once you make the request, your high school will send your transcript to the colleges of your choice.



1 Access college planning tools

From the top of the page, click **Plans**, then click **College Planning**.

This page shows all the applications you're tracking, along with local scholarships. Or, see the Knowledge Hub for college planning topics.

2 Create an application to track

Begin by creating an application to track in Xello. This is where you'll make your requests for transcripts and recommendation letters. You'll also use this application tracker to view the progress of your requests.

Click **Create Your First Application** to choose the college you want to begin tracking. Use the search bar to find a school or pick one of your saved ones. Once you've picked a school, add details such as your application admission method, type, and deadline.



Tip: The deadline will be reported to Xello by the college. But it's always a good idea to check the college's official website for any recent changes.

3 Send a transcript

Once you've created the tracker for the college, you'll see the **Application checklist** for that school. Use the checklist to stay on top of your tasks to complete for the application.

Next to **Transcript**, click **Request**. This will send a request to a counselor or admin in charge of transcripts at your school who will send yours to the college. You'll see a notification in the Transcript box letting you know the request was sent.



Tip: if you don't see **Transcript** listed under the requirements, this college may not require it. You can still make a request by clicking **Add Task** and selecting **Transcript**.

4 View progress

Check in on the progress of your transcript request to see updates on when your school processed it, sent it, and at what stage it is with the college.

View the status by opening the college application tracker you created. Next to **Transcript**, click its dropdown and select **Track Transcript**. Here you can view all updates of your transcript requests.

Common App and Xello

Your school is integrating Xello with Common App. This means beginning August 1, you can link your Common App account with Xello to request forms from your counselor and recommendations from your teachers. Make sure you follow the steps below to link your accounts.

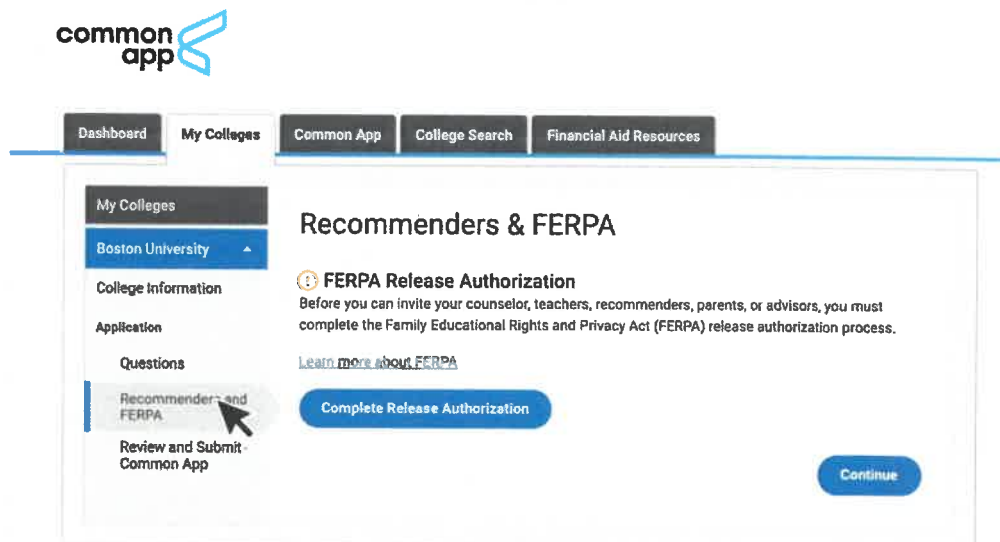


Note: If you started working in Common App in your junior year, some of your data may have been deleted over the summer.

Before linking Common App with Xello

You'll need to complete a few steps in Common App before you can begin working in Xello. After signing in to your Common App account:

- 1 Click the **Common App** tab. From the left menu, open **Profile** and then **Education** to complete the required fields.
- 2 Click the **College Search** tab, and add at least one college you plan to apply to.
- 3 Click the **My Colleges** tab and open one of your saved colleges.
- 4 In the left menu of the college profile, click **Questions** and fill out your **Preferred Start Term**.
- 5 Again from the left menu, click **Recommenders and FERPA**. Read and complete the **FERPA Release Authorization form**.



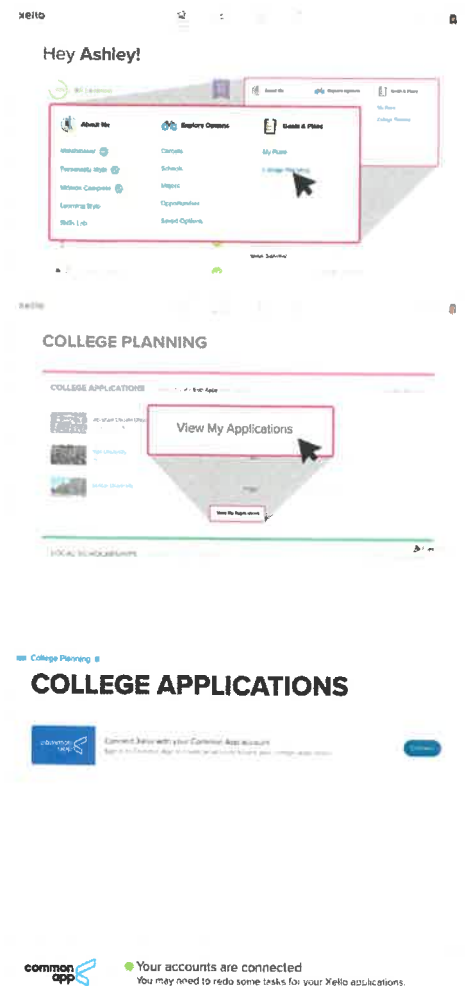
Link your Common App account with Xello

Once you've signed the **FERPA Release Authorization** form, you'll connect your Xello account to Common App. Connecting the two accounts means you can begin submitting requests for Common App documents and recommenders in Xello.

Watch the video: [Linking Common App to Xello](#)

To link your Common App account with Xello:

- 1 Sign in to Xello.
- 2 Under **Goals & Plans**, select **College Planning**.
- 3 Click **View My Applications** to see the full list of colleges you're tracking.
- 4 In the banner with the Common App logo, click **Connect** to open the Common App sign in page.
 - A pop-up will first let you know you may need to redo tasks you've already completed. This could include assigning a counselor or requesting a Teacher Evaluation. This will only apply to colleges associated with Common App.
- 5 Sign in to Common App.
 - Once you've logged into Common App, you're redirected back to the page you left in Xello.
 - The banner at the top of the page now states the accounts are connected.



Once the accounts are connected, the colleges in your **My Colleges** list in Common App are synced to your **Application Tracker** in Xello. You can easily identify which colleges in Xello are linked to Common App by the badge next to the college name.

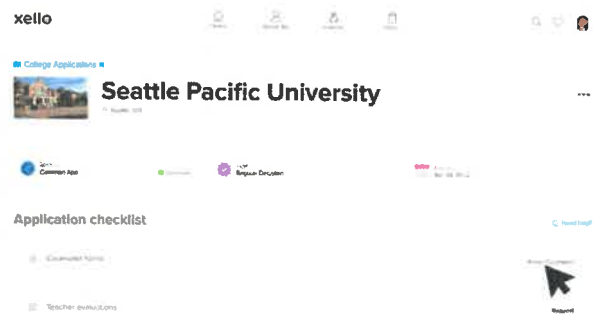
Assign a counselor to send forms

Next, you'll need to assign a counselor at your school to send the necessary forms for your application to Common App colleges.

Watch the video: [Requesting your documents for Common App schools](#)

To assign a counselor to send your forms to Common App colleges:

- 1 Click on a college with the Common App logo.
- 2 Next to **Counselor Forms**, click **Assign Counselor**.
- 3 Choose the counselor at your school in charge of your transcript and Common App forms. Click **Select**.
 - You'll only need to assign a counselor once. Selecting a counselor means that they'll send all the necessary forms to all the schools saved in your My Colleges list in Common App.
- 4 Click Send to return to the college page.
 - A banner at the top of the page indicates success.



Request Teacher Evaluations for Common App Colleges

You'll use Xello to request a teacher write and send a Teacher Evaluation to colleges on your behalf. To send a request:

- 1 Click on a college with the Common App logo.
- 2 Next to **Teacher Evaluations**, click **Request** to open the list of teacher recommenders available at your school in Xello.
 - You can also search for teachers at other schools in you district who also use Xello with Common App enabled. This search is useful if you've transferred schools or if the teacher you want as a recommender has changed schools.
- 3 Choose the teacher you'd like and click **Select**.
- 4 Click **Send** to return to the college page.



ACT and SAT Registration

Must-Read Info before Registering

1. When registering for the ACT and SAT, be sure to list FOUR colleges to send your score reports to, FREE!

- Many ACT/SAT scores will need to be sent DIRECTLY from the ACT/SAT testing agency.
- Your scores will not be considered by the institution if your application indicates test optional. . If you send your scores one week or more after your testing date, it will then cost you \$13 per score report.

2. The total cost for the ACT is \$55. Students eligible for free/reduced lunch and 21st Century Scholars can receive a fee waiver from their counselor.

3. The total cost for the SAT Reasoning Test is \$52.00. Students eligible for free/reduced lunch and 21st Century Scholars can receive a fee waiver from their counselor.

4. ACT "Test Information Release" and SAT "Question and Answer Service" (Costs range from \$18-\$20)

- This service allows students to receive in the mail an entire question booklet along with their answer key so they can analyze the exact questions they answered incorrectly. Analyzing a prior ACT or SAT is one of the most effective and efficient ways a student can prepare for retaking the ACT or SAT.
- When registering for the April or June ACT or the March or May SAT indicate "Test Information Release" (ACT) or "Question and Answer Service" (SAT).

5. Always PREPARE for these tests! ACT/SAT are sometimes used for college admission AND scholarships!

Do not take an ACT/SAT "just to see how you will do!! Be sure to prepare for the actual ACT and SAT. Preparation does make a difference!



SAT

Stand out to colleges. Take the SAT.



Scan the code to register today.

OUR SCHOOL CODE IS:

1 5 1 6 7 0

2023 TEST DATES—PAPER SAT®

| | | | |
|-----------|----------|----------|----------|
| AUG 26 | OCT 7 | NOV 4 | DEC 2 |
|-----------|----------|----------|----------|

REGULAR REGISTRATION DEADLINES

JUL 28 SEP 7 OCT 5 NOV 2

LATE REGISTRATION DEADLINES*

AUG 15 SEP 26 OCT 24 NOV 21

2024 TEST DATES—DIGITAL SAT

| | | |
|----------|----------|----------|
| MAR 9 | MAY 4 | JUN 1 |
|----------|----------|----------|

REGULAR REGISTRATION DEADLINES

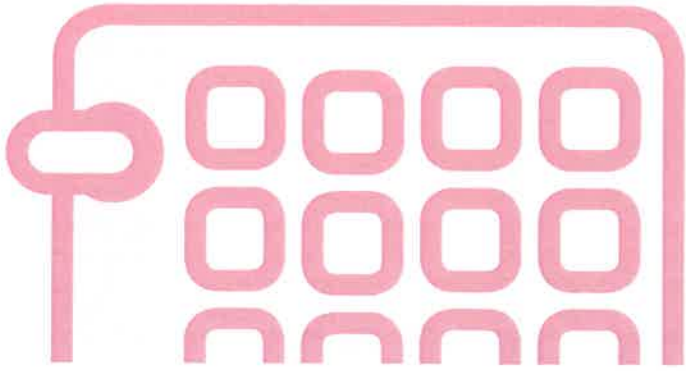
FEB 23 APR 19 MAY 16

CANCELLATION DEADLINES

FEB 27 APR 23 MAY 21

The SAT will transition to digital for U.S. test centers starting in March 2024. Visit sat.org/digital for more information.

Test dates and registration deadlines may change. Check sat.org for updates.



TEST DATES

United States, US Territories, and Puerto Rico



2023|2024

| Test Dates | Regular Registration Deadline | Late Registration Deadline | Photo Upload and Standby Deadline |
|--------------------------|-------------------------------|----------------------------|-----------------------------------|
| September 9, 2023 | August 4 | August 18 | September 1 |
| October 28, 2023 | September 22 | October 6 | October 20 |
| December 9, 2023 | November 3 | November 17 | December 1 |
| February 10, 2024 | January 5 | January 19 | February 2 |
| April 13, 2024 | March 8 | March 22 | April 5 |
| June 8, 2024 | May 3 | May 17 | May 31 |
| July 13, 2024* | June 7 | June 21 | July 5 |

*No test centers are scheduled in New York for the July test date.

Test Information Release for the 2023–2024 testing year will occur in September, April, and June. See www.act.org/the-act/tir for more information.

www.act.org

ACT/SAT Conversion Chart

| ACT COMP | SAT TOTAL | SAT RANGE | ACT COMP | SAT TOTAL | SAT RANGE |
|-------------|--------------|--------------|-------------|--------------|--------------|
| 36 | 1590 | 1570–1600 | 22 | 1110 | 1100–1120 |
| 35 | 1540 | 1530–1560 | 21 | 1080 | 1060–1090 |
| 34 | 1500 | 1490–1520 | 20 | 1040 | 1030–1050 |
| 33 | 1460 | 1450–1480 | 19 | 1010 | 990–1020 |
| 32 | 1430 | 1420–1440 | 18 | 970 | 960–980 |
| 31 | 1400 | 1390–1410 | 17 | 930 | 920–950 |
| 30 | 1370 | 1360–1380 | 16 | 890 | 880–910 |
| 29 | 1340 | 1330–1350 | 15 | 850 | 830–870 |
| 28 | 1310 | 1300–1320 | 14 | 800 | 780–820 |
| 27 | 1280 | 1260–1290 | 13 | 760 | 730–770 |
| 26 | 1240 | 1230–1250 | 12 | 710 | 690–720 |
| 25 | 1210 | 1200–1220 | 11 | 670 | 650–680 |
| 24 | 1180 | 1160–1190 | 10 | 630 | 620–640 |
| 23 | 1140 | 1130–1150 | 9 | 590 | 590–610 |

FAFSA-Free Application for Federal Student Aid

Where to Find the FAFSA

The FAFSA is available online at www.fafsa.ed.gov. If you need a paper copy, you can download a PDF at www.studentaid.ed.gov/PDFfafsa or call 800-4-FED-AID (433-3243). Oct. 1 is the first day you can file the FAFSA.

FAFSA on the Web

You can complete, submit and track your application online. This is the easiest way to apply for federal aid. The online program even checks your data before it is transmitted to the processing center, so there's less chance of making an error.

Before You Apply

Complete your income tax return. When completing your FAFSA, you and your family will be able to use your most recent completed tax returns. You can transfer your income data directly from the IRS website to your FAFSA, making it easier to accurately complete the FAFSA.

Be sure to complete your FAFSA soon after it becomes available on Oct. 1. Filling out your FAFSA as early as possible can help you get a jump on other financial aid applications (state or institutional aid) that may have early deadlines. It also will give you more information earlier about the financial aid you qualify for and will help you make an informed decision about which college is the best financial fit for you.

Create an FSA ID. When you start your FAFSA on the web application, you will set up your account by creating a user ID and password. These will become your online identifiers for all federal student aid programs. You will need to provide your own email address and password. (Parents will create their own account using a different email address and password). Set up your user ID and password before you start your FAFSA.

FAFSA – Free Application for Federal Student Aid (Courtesy of the College Board)

Collect documents. To complete the Free Application for Federal Student Aid (FAFSA), you will need:

- Your Social Security Number
- Your Alien Registration Number (if you are not a U.S. citizen)
- Your federal income tax returns, W-2s, and other records of money earned. (Note: You may be able to transfer your federal tax return information into your FAFSA using the IRS Data Retrieval Tool.)
- Bank statements and records of investments (if applicable)
- Records of untaxed income (if applicable)
- An FSA ID to sign electronically.

If you are a dependent student, then you will also need most of the above information for your parent(s).

Completing the Application

October 1 is the first day you can file the FAFSA. You should try to file as close to this date as possible. College, state and private aid deadlines may be much earlier than federal deadlines. You should pay attention to your colleges' priority financial aid deadlines. It's a good idea to file your FAFSA as early as possible, so that you can get a jump on other financial aid applications (state or institutional aid) that might have earlier deadlines.

The IRS Data Retrieval Tool

You can save time and effort if you qualify to use the IRS Data Retrieval Tool. It will transfer your income tax data directly from the IRS to your online FAFSA.

You and your parents may be eligible to use this tool if:

- Your family income tax returns were filed electronically at least two weeks before you complete the FAFSA.
- Your family income tax returns were mailed to the IRS at least eight weeks before you complete the FAFSA.

If you are eligible to use the IRS Data Retrieval Tool and choose to do so, you'll be transferred from the online FAFSA to the IRS website, which will guide you through the transfer of your tax information. When you're done, you'll be sent back to your FAFSA.

You don't have to use this tool, but it's recommended that you do. If you have to complete the imated income tax information, you can always return to FAFSA on the Web to use the IRS Data Retrieval Tool once you have filed your tax forms.

Students and Resume Builder in Xello

Resume Builder makes it easy to take the valuable information you have learned about yourself through assessments, self-reflection, and early experiences, and turn it into a professional resume.

You can access this feature from your About Me page. Once you've begun, you will have access to the Tips & Samples on every page to help guide you in do's and don'ts of writing a stand-out resume. As you fill out each section of your resume using content already entered in About Me, you will also have the option to add new skills, interests, or experiences. New content is then synced and saved to your About Me profile. At any point, you're able to readjust the order of the sections so you can put their strongest skills and experiences first. Once you're ready, you can download your completed resume either as a fully formatted, professional PDF, or as an RTF file if you wish to style your resume your own way.

7 Benefits of Apprenticeships and Trade Schools

- **Lower Cost**

While degree costs vary by school and program, trade schools and community colleges cost significantly less than four-year institutions, on average. [According to NCES](#), the average annual cost at a four-year institution was about \$28,100 for the 2018-19 academic year. In contrast, the average cost at a two-year school was around \$11,300.

Lower costs may be reflected in other areas, as well. Learners attending local community colleges, for example, typically don't pay a school's room and board fees. However, the tradeoff for the lower costs at a community college versus a four-year college may be limited facilities, student organizations, and campus entertainment options.

- **Faster Graduation Timeline**

Among the biggest benefits of going to a trade school is the shorter time to graduation. Most programs run for a maximum of two years. Many disciplines feature an even shorter pathway. Multiple start dates throughout the year also might reduce waiting times for applicants who missed certain enrollment dates. As with many careers that require a bachelor's degree or higher, some trade school disciplines may require licensure, which can mean additional training.

- **Fewer Admission Requirements**

For some students, admission requirements at four-year schools make it difficult to pursue a bachelor's degree. However, the more lenient admission policies at many trade schools can provide a postsecondary pathway for learners, regardless of their high school achievements.

Trade schools may accept applicants without a high school diploma or those with low GPAs. Also, they usually don't have specific course, experience, or extracurricular prerequisites.

- **Small Class Sizes**

Class sizes in trade schools and community colleges tend to be smaller than at four-year schools — especially at large public universities. Since trade schools offer fewer general education courses, classes typically include only learners pursuing the same credential. Students usually join a program and go through each class with the same group.

This can provide greater access to instructors and more inclusive discussions. Being surrounded by like-minded individuals and studying in a less-daunting environment can help learners settle in more easily.

- **Real-World Experience**

With limited general education courses and theory classes, trade schools can focus on practical training and job preparation.

Trade schools often include live demonstrations and learn-by-doing projects. Some programs feature on-the-job training, as well. This allows learners to gain professional experience and training at the same time.

- **Job Assistance**

Both traditional four-year schools and trade schools feature career services departments. However, support at trade schools may be more involved.

Smaller schools and groups may allow for more one-on-one time with career services professionals. Focused programs and career training also can help streamline the process, as students tend to qualify for very specific careers.

Some schools may also have partnerships with local businesses.

- **Preparation for In-Demand Careers**

One of the most overlooked benefits of going to a trade school is the emphasis on in-demand careers. Trade schools prepare graduates to enter some of the best and most reliable careers available. These include essential professions, high-paying specialized careers, and fast-growing technical roles.

Some of the [best trade school jobs](#) include skilled technician roles, such as wind turbine technician and solar photovoltaic installer. Essential careers — such as plumber, electrician, and ironworker — also tend to stay in high demand through the economy's ebbs and flows.

Military Enlistment Options

U.S. Army:

- Standard Enlistment
- Delayed Entry Program
- Delayed Training Program
- If you enlist in the Army Reserve for qualified applicants, the U.S. Army offers a two-year enlistment option in addition to your training time

U.S. Navy:

- Standard Enlistment
- Delayed Entry Program

U.S. Air Force:

- Standard Enlistment
- Delayed Entry Program

U.S. Marine Corps:

- Standard Enlistment
- Delayed Entry Program
- For qualified applicants, the National Call To Service program offers a two-year enlistment option

National Guard:

- Standard Enlistment
- Delayed Entry Program College
- First Enlistment Program in which you can complete up to two years of full-time schooling, with no federal mobilization/deployment.
- Split-Option Enlistment

U.S. Coast Guard:

- Standard Enlistment
- Delayed Entry Program

• *Standard Enlistment - Sign up and get started immediately*

• *Delayed Entry Program (DEP) - Enlist now and delay starting your training for up to 365 days*

• *Delayed Training Program (DTP) - Allows you to delay your Basic Training for up to 365 days*

Split-Option Enlistment - As a junior in high school, you can enlist in the Army National Guard and not interrupt your high school education. You start by attending basic training the summer after your junior year. You will return home in time for your senior year in the fall.

Military Academy Contact Information

If you have not already done so, you should open a pre-candidate file with the service academies you desire to attend. To obtain catalogs and other specific information on the academies, contact them directly.

Local Contacts:

Navy Recruiting Station
Greenwood 1028
US 31 South
(317) 888-0263

U.S. Army Recruiting
Station
1102 E Stop 11 Rd
(317) 888-3410

US Marine Corps
Recruiting (South Indy)
1108 E Stop 11 Rd #200
(260) 740-6929

National Contacts:

U.S. Air Force Academy Admissions Office
Colorado Springs, CO 8040-5651
(800)-443-9266
www.usafa.edu

U.S. Merchant Marine Academy Admissions
Office
Kings Point, NY 11024-1699
(866)546-4778
www.usmma.edu

U.S. Military Academy Admissions
Office 606 Thayer Road West Point, NY
70996-1797
(800)822-2769
www.usma.edu

U.S. Naval Academy
USNA Admissions Office
117 Decatur Rd Annapolis, MD 21402-5018
(888)249-7707
www.usna.edu

Note: Congressional nominations are no longer required for the U.S. Coast Guard Academy (USCGA). If you are interested in attending the Coast Guard Academy, please contact the academy directly at:

**U.S. Coast Guard Academy Admissions Office
New London, CT 06320-4195 (203)444-8501
www.uscga.edu**

NCAA/NAIA Planning Guide

NCAA

- Complete your final NCAA-approved courses as you prepare for graduation.
- Take the ACT or SAT and submit your scores to the NCAA Eligibility Center using code 9999.
- Ensure your sports participation information is correct in your Eligibility Center account.
- *If you have not signed up for a Profile Page or Certification Account with the NCAA Eligibility Center, go to eligibilitycenter.org to do so.*
- Request your final amateurism certification after April 1 in your NCAA Eligibility Center account at eligibilitycenter.org.
- After you graduate, ask Ms. Wilson to upload your final official transcript with proof of graduation to your NCAA Eligibility Center account.
- If you attended high school at anywhere other than Decatur Central for any part of your high school career, please notify Ms. Wilson to arrange obtaining official transcripts from those schools.

NCAA DI & DII Eligibility Requirements

Please contact your counselor regarding initial eligibility waivers/changes due to COVID

Core Courses

- Division I and II Core Course Requirements (must total 16 NCAA Core Courses by graduation):
- 4 years English
- 3 years Math
- 2 years Science
- 2 years Social Studies
- 1 year additional English, Math, Science, or Social Studies
- 4 years additional courses (English, Math, Science, Social Studies, or Foreign Language)

Test Scores

- You may take the SAT or ACT an unlimited number of times.
- Every time you take the SAT or ACT, send your scores directly to the NCAA Eligibility Center using code 9999.
- Only official SAT or ACT scores will be accepted. Unofficial scores from transcripts will not be accepted.
- If you take either test more than once, the best subscore from different tests are superscored to give you
- the best possible score.
- For test score requirements, please visit ncaa.org/test-scores.

Grade-Point Average

- The NCAA Eligibility Center calculates your core-course GPA based on the grades you earn in NCAA approved core courses.

This means that your grades in elective classes such as Business, Engineering, Fine Arts, Physical Education etc will not be used when calculating your GPA for the NCAA.

- DI requires a minimum of 2.3 GPA.
- DII requires a minimum of 2.2 GPA.

Additional Information

- For more information, visit ncaa.org/student-athletes/future, eligibilitycenter.org, or search Google for "NCAA Guide for the College-Bound Student Athlete".
- Search frequently asked questions at ncaa.org/studentfaq.
- A list of NCAA approved courses is available at web3.ncaa.org/hsportal/exec/hsAction
- Only these courses will be accepted by NCAA for consideration for the NCAA core grade point average. Assistance in computing a student NCAA core grade point average is available on CoreCourseGPA.com; please do not hesitate to contact your counselor at the end of each semester to check your NCAA Core GPA.

NAIA

Please contact your counselor regarding initial eligibility waivers/changes due to COVID

National Association for Intercollegiate Athletics (NAIA)

Student-athletes who wish to participate in athletics at an NAIA institution need to be certified by the NAIA Eligibility Center to qualify academically and be cleared as an eligible student-athlete. NCAA and NAIA are two separate associations with two different sets of rules and certification processes.

NAIA Eligibility

- Register with the NAIA Eligibility Center at PlayNAIA.org.
- For NAIA eligibility, the following 2 criteria must be met:
- Earn a minimum of 2.000 grade point average on a 4.0 scale upon graduation.
- After you graduate, ask Ms. Wilson to upload your final official transcript with proof of graduation and final GPA to the NAIA Eligibility Center.
- Earn a minimum of 18 on the ACT composite score OR 860 on the SAT (critical reading and math sum) score.
- Test scores must be achieved in one sitting; scores from different test dates may not be combined to meet requirements.
- Send your official ACT or SAT scores to the NAIA Eligibility Center using code 9876.

Additional Information For more information, visit PlayNAIA.org, Play.MYNAIA.org, search Google for "NAIA Guide for the College Bound Student Athlete".

Parchment

1. Go to Parchment.com and click **Sign Up**. Then follow the onscreen instructions.
2. Once you have signed up, log in to Parchment.com.
3. Click **Transcripts**
 - **If you haven't added any high schools yet, you'll see a screen that says Select Your High School. Enter your High School Information and click Search.**
 - **If your high school is already listed, click Deliver Latest Transcript.**
4. When you see your high school, select it and click **Save & Continue**.
5. You will be brought to the **Enter Your Enrollment Information** page. Fill in the fields.
 - **Fields with an asterisk (*) are mandatory**
 - **Select whether you'd like to waiver your FERPA rights.**
6. Click **Save & Continue**
7. On the Sign the Transcript Request Form Page: Please sign.

Go to Select your Destination.

1. Click **Academic Destinations**
2. Fill in the fields and enter the name of the institution in **Institution Name**.
3. Select your institution and click **Save & Continue** or **Save & Add Another** to send your transcript to multiple institutions.

Requesting a Transcript for Dual Credit Classes Ivy Tech
<https://myivy.ivytech.edu/>

Any student that was enrolled in Ivy Tech Dual Credit should request an Ivy Tech transcript be sent to the college they attend. ***You should wait to request your Ivy Tech transcript until mid June to ensure final grades have been posted.***

Instructions to Request Official transcript to be sent to the college you are attending:

- Step 1: Log into your MyIvy account (myivy.ivytech.edu)
- Step 2: Click on **Tools & Resources** at the top of the form.
- Step 3: Then, select "Request Official Transcripts"

Instructions to Request Unofficial transcript for personal use:

- Step 1: Log into your MyIvy account (myivy.ivytech.edu)
- Step 2: Click on **Tools & Resources** at the top of the form.
- Step 3: Then, select "Request Official Transcripts"