

2022-2023 REQUEST FORM

For NCAA , Scholarships,
CCP and OTHER Transcripts

Please fill this form out and bring to the College Center. You will be billed via EZ Pay or can pay by cash or check.
ONE FORM PER REQUEST.

PLEASE PRINT

(1st Request needs 5-10 days to process.)

Name: _____ Class Year: _____

Student E-mail: _____ Student Cell Phone: _____

Birthdate: _____ Grade Level: _____ Counselor: _____

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

There is a \$5 fee for the NCAA and summer program/other request listed on this form. We will bill you by EZPay or we accept cash or checks payable to **UAHS College Center**. There is **NO CHARGE for transcripts needed for SCHOLARSHIP purposes, or for CCP transcripts.**

NOTE: Upper Arlington High School Transcripts do NOT contain any testing information, such as ACT, SAT, SAT Subject Area tests, AP, or IB scores. These scores must be sent directly through the testing organization (College Board or ACT). We can make a copy of your scores for Scholarship purposes, if necessary; however, if you need scores for the NCAA, you will have to have them sent DIRECTLY from the testing agency. NCAA reporting code is 9999.

NCAA REQUEST (please complete, \$5 fee):

Please send my official transcript to the NCAA Eligibility Center. I have registered online at: www.eligibilitycenter.org

NCAA ID#: _____ Date Registered: _____ Test Scores sent? Date: _____

Note: The NCAA does not want the initial transcript BEFORE the end of Junior Year. The BEST time to request transcripts for the NCAA is AT THE BEGINNING of your Senior Year. Please note you must have TEST SCORES sent to the NCAA (ACT or SAT – Institution code 9999) directly from the testing agency. A final, graduation transcript will also be sent to the NCAA in June after graduation.

SCHOLARSHIP/CCP (no fee) -or- SUMMMER PROGRAM/OTHER-Request (\$5 fee) (where an address/ US mailing is necessary):

Name of Scholarship/Agency/CCP/Summer Program DATE Due: _____

Address (or Fax # or Email address if to be sent in this manner)

This is for a (Circle one): CCP (no fee) Scholarship (no fee) \$5 for each: Summer Program Athletic Other

OFFICE USE ONLY

Date: _____ Recd by: _____ Cash/Check

Check # _____

Counselor Info Needed? Yes No

NOTE: _____

OFFICE USE ONLY

Counselor Initial: _____ Return Date: _____

Date College Ctr Processed: _____

Sent VIA: US Mail PICK UP Email: _____

OFFICE USE ONLY

NCAA Information (www.eligibilitycenter.org)

The downloadable "Resource Guide for the College-Bound Student-Athlete" is available on the above website by clicking the link for 'Resources'. Note that the NCAA does not want the initial transcript until AFTER completing your junior year.

Before turning in a transcript request form at the beginning of your Senior year, please make sure you register for the NCAA Eligibility Center at: www.eligibilitycenter.org You must pay online by debit, credit card or e-check. The fee is \$80 to register. You are eligible for a waiver of the registration fee only if you have already received a waiver of the SAT or ACT fee. You must have an authorized high school official (College Counselor) submit your fee waiver documentation online AFTER you have completed your registration.

Please also note, OFFICIAL transcripts must be sent to the NCAA DIRECTLY from any other high schools you have attended. This means you must contact the Records/Registrar Office at EACH high school you have attended and follow their process to have transcripts sent directly to the NCAA. The address where scores need to be sent by your other high schools is:

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

The NCAA "report code" for the ACT and SAT is: 9999 If you have not already taken the ACT or SAT consider using a "free" report for the NCAA score report.

Scholarship/ CCP/ Summer Program/ and 'Other' Transcripts

Please use the box on the first page to request a transcript for any Scholarship, College Credit Plus (CCP), Summer Program, or 'Other' official transcripts you might require. Please be sure to include the full name of the Scholarship or Program as well as a complete address. If you want the official transcript emailed or faxed, please provide email address or fax number in spot where address is requested. We do not charge the \$5 fee for Scholarship application or CCP transcripts.

If you need to send in your official transcript with a scholarship, summer program or other paper application, please **ask** to receive your official transcript in a 'sealed' envelope to include with your mailing. This is possible for 'other transcripts' but NOT for college/university application requests.

If you have additional information that needs to be included for 'other' transcripts please let Ms. Redman know when you turn in your request. If you need to include test scores and want to turn in a copy of your official ACT or SAT score report with this request, that is perfectly acceptable as well.

If you need an unofficial transcript you may also request one from the College Center by emailing Beth Redman. Please know that transcripts are only updated at the end of semesters (June and January). Transcripts do not reflect changes/grade updates after completion of a grading period (1 or 3) but only at the end of the semester.

Dr. Kathy Moore
kwmoore@uaschools.org
614-487-5240 ext 2717

Linda Sexton
lsexton@uaschools.org
614-487-5240 ext 2012