

# 2023-2024 REQUEST FORM

For NCAA , Scholarships,  
CCP and OTHER Transcripts

Please fill this form out and return it to the College Center. You will be billed via EZ Pay or can pay by cash or check (**payable to Upper Arlington City Schools**)  
ONE FORM PER REQUEST.

**PLEASE PRINT**

(1<sup>st</sup> Request needs 5-10 days to process.)

Name: \_\_\_\_\_

Class Year: \_\_\_\_\_

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 **Upper Arlington City Schools.** 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, 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](http://www.eligibilitycenter.org)

NCAA ID#: \_\_\_\_\_ Date Registered: \_\_\_\_\_ Test Scores sent? Date: \_\_\_\_\_

## 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 # \_\_\_\_\_ EZPAY \_\_\_\_\_

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**

Before turning in a transcript request form, please make sure you register for the NCAA Eligibility Center at: [www.eligibilitycenter.org](http://www.eligibilitycenter.org) You must pay online by debit, credit card or e-check. The fee is \$100 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 (School 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. Please Note: As of January 2023, standardized test scores are not required for all student-athletes who initially enroll full time on or after August 1, 2023.

## **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, please provide the email address in the spot where the 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. Sexton know when you turn in your request.

If you need an unofficial transcript you may also request one from the College Center by emailing Linda Sexton. 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.

Dr. Kathy Moore  
[kwmoore@uaschools.org](mailto:kwmoore@uaschools.org)  
614-487-5240 ext 2717

Linda Sexton  
[ls Sexton@uaschools.org](mailto:ls Sexton@uaschools.org)  
614-487-5240 ext 2012