

BEST PRACTICES FOR GUIDANCE COUNSELORS, PARENTS AND COACHES

- Create a folder for each student-athlete
- Create a worksheet for core courses
- Keep a list of each school's requirements: GPA, SAT/ACT scores, supplemental information, typical class rank, in-state/out-of-state ratio, writing samples, application deadlines, etc
- Know where your students have deficiencies—writing, math, foreign language, etc.
- Communicate early and often with the coach recruiting the student-athlete. If needed, be in communication with the initial eligibility officer at the school (s) recruiting your student-athlete
- Register student-athlete with NCAA Eligibility Center by the beginning of their junior year if there is any chance they can play sports in college
- Obtain previous documents from all schools attended, including transcripts and any documentation relating to being learning disabled
- If the student is taking an online/virtual course from the high school or another virtual school, document the following:
 - Start and End date of the course
 - Record login and logout times for the students taking the course
 - Modules/Homework assignments for each course. Keep all the work!!!
 - Grades for each module, assignment, exam, quiz, test, paper, etc
 - Have a letter written or documentation that there is interaction between a faculty member and the student
 - Check with the NCAA or member institution to insure the course meets the definition of a core course
- Keep a checklist of what student needs to be submitting/sending to campus and NCAA
- Communicate with the student minimally each semester to insure they are in the proper schedule and earning core course credits
- Update 48-H form for the high school each year and each and every time a course needs to be added to the form. This is extremely important so the Eligibility Center can process each case in a timely fashion
- Use www.eligibilitycenter.org website for answers to frequently asked questions and to update 48H core course list