



# CCP/Non-Enrolled Student Grade Report Sheet

**INSTRUCTIONS TO SCHOOL AD/PRINCIPAL:** This form was developed as a tool to assist school administrators in collecting grades for CCP and/or Non-Enrolled students to determine their athletic eligibility regarding Bylaw 4-4, Scholarship. It is recommended to **FILL OUT THE TOP SECTION** and then provide this document to the educator providing the instruction for the CCP and/or Non-Enrolled Student(s) prior to the end of your grading period. **Alert the educator as to the date you are required to evaluate the student's academic progress (i.e. the end of YOUR school's grading period).** If the CCP and/or Non-Enrolled student(s) is not passing five courses or the equivalent at the end of your grading period then they will become ineligible at the start of the fifth school day of your next grading period (See Bylaw 4-4-3).

Student Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_ School Year: \_\_\_\_\_ Grading Period: \_\_\_\_\_

Sport(s): \_\_\_\_\_ High School Where Competing: \_\_\_\_\_

A.) Date Current Grading Period Ends\*: \_\_\_\_\_  
(Insert date of last day of grading period at school where student wants to participate)

B.) Date Form Required to be Returned to School Administrator: \_\_\_\_\_  
(Insert date AD/Principal will be evaluating scholarship eligibility)

| To be completed by CCP or Non-Enrolled Student Educator |                                                              |                           |                                                        |                                        |                  | To be completed by School Administrator |                        |
|---------------------------------------------------------|--------------------------------------------------------------|---------------------------|--------------------------------------------------------|----------------------------------------|------------------|-----------------------------------------|------------------------|
| Class                                                   | Grade on Last Day of Current Grading Period (see (A) above*) | Credit Value (.25, .5, 1) | Class Duration (12 week, Quarter, Semester, Year Long) | Signature of Educator Providing Grades | Email Address    | Factor** (1, 2, 3, 4)                   | Credit Equivalency     |
| Example: Health                                         | Pass/Satisf./B/83%                                           | .25                       | Semester                                               | John Doe                               | jdoe@example.org | 2                                       | (.25 x 2) = .5 credits |
|                                                         |                                                              |                           |                                                        |                                        |                  |                                         |                        |
|                                                         |                                                              |                           |                                                        |                                        |                  |                                         |                        |
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|                                                         |                                                              |                           |                                                        |                                        |                  |                                         |                        |
|                                                         |                                                              |                           |                                                        |                                        |                  |                                         |                        |

\*\*Multiply full-year courses by a factor of 1; semester courses by a factor of 2; twelve-week courses by a factor of 3; and nine-week courses by a factor of 4. More information can be found at: <http://www.ohsaa.org/Portals/0/Eligibility/OtherEligibilityDocs/EligibilityGuidelinesGuidanceCounselors.pdf>. If you have any questions or concerns, please contact Dr. Debbie Moore ([dmoore@ohsaa.org](mailto:dmoore@ohsaa.org)) or Ms. Roxanne Price ([rprice@ohsaa.org](mailto:rprice@ohsaa.org)).