

## INSTRUCTIONS FOR COMPLETING ANNUAL ELIGIBILITY SHEETS

# ***DUE JUNE 15TH***

1. Columns 1 and 2 should be self-explanatory. List only the students who participated in interscholastic athletics, music or speech **this year**.
2. Column 3, **Date of Enrollment** refers to the date of enrollment of that individual student--in most cases this would be the first day of school in the fall. However, if a student enrolled late, indicate date of enrollment.
3. Column 4, **Number of Academic Credits earned this current school year**. This refers to number of credits earned during the entire current school year. Music and physical education can be counted if at least one-half credit per semester is earned. This figure is based on the traditional system--the normal figure would be 4 or 5. Schools that have mini-courses or a different system than the 16 academic credits required for graduation should convert the number of credits to this system. In other words, a course pursued for one hour per day, five days a week for the entire year would be considered 1 credit--if pursued for a half year, 1/2 credit. If it is only pursued for 9 weeks, it would be 1/4 credit.

Some schools erroneously list the number of credits a student has earned since he/she began his/her school career. This is not correct-- **record only the number of credits earned during the current year**.

**PLEASE SEND AN EXPLANATION IN WRITING ON ANY STUDENTS LISTED WHO HAVE NOT RECEIVED FOUR (4) CREDITS THIS YEAR.**

4. Column 5, **No. semesters enrolled in high school including the current school year**. The normal figure for 9th graders would be 2, 10th graders 4, 11th graders 6, and seniors 8.
5. The next block requests information as to the **NUMBER OF SEASONS** a student has participated in interscholastic contests in the various activities **DURING HIS/HER HIGH SCHOOL CAREER**. Many schools erroneously insert check marks in these columns, rather than indicating the **number of seasons**. Do not count participation as a 7th or 8th grade student. In other words, these columns should be marked with a 1, 2, 3, or 4 as the case may be. Do not insert anything in the blanks for sports in which the student has not participated.
6. It is permissible to set the annual eligibility sheet up on your computer and just update your report each year. However, the format **must** be the same as the form sent to you by the NDHSAA.

4/1/14