

Registering for the NCAA Clearinghouse

The preferred method is to go online at www.ncaaclearinghouse.net. NCAA prefers this to be in the fall of senior year – a transcript must have 6 semesters represented for processing.

Once you are in the Clearinghouse website, click on “Prospective Student-Athletes”, then “Domestic Student Release Form”. If you apply online, you must pay with a valid VISA or MasterCard, or you can download the PDF version of the application, fill it out, and submit with payment. Once you have entered the requested information, you will need to ask ISD 271 to send an official transcript to:

NCAA Clearinghouse 301 ACT Drive - Box 4043 Iowa City, IA 52243-4043

A “Transcript Request Form” is available at Jefferson High School in the Main Office, and there is a \$6 fee per transcript.

Important Note: Transcripts and test scores must be sent directly to the Clearinghouse. These documents cannot be faxed or submitted online. There are many reasons why a student's academic document could be determined to be "unofficial" and therefore unacceptable for Clearinghouse purposes. If a document is not received in an official high school envelope or is received with the student's return address, this document could be marked as "unofficial." "Official" high school documents must be received in an envelope easily determined to be from the school and on high school stationery. Test scores must either come to the Clearinghouse directly from the testing agencies (selection of the Clearinghouse can be made using code "9999") or on an "official" high school transcript, normally using the testing agencies' labels. Please note that Student Score Reports and test scores taken from a Student Score Report cannot be used by the Clearinghouse.

Customer Service: 8am-5pm CT, 1-877-262-1492 24-hr voice response 1-877-861-3003

Kennedy High School Code: #240-265
Jefferson High School Code: #240-268