

Before you begin to submit any applications, please print this check list to make sure you have everything.

### CHECKLIST BEFORE SUBMITTING AN ONLINE APPLICATION

[Click here](#) for official rules to make sure you are eligible to submit an application.

1. Obtain a signed Transcript from the school registrar **which includes grades for all classes taken for 7 semesters/11 trimesters and a cumulative GPA for 7 semesters/11 trimesters. Note if the transcripts are not updated at the end of first semester/second trimester of the senior year you may use a 6 semester/9 trimester transcript with a 7<sup>th</sup> semester report card/10<sup>th</sup> and 11th trimester report of the senior year and the registrar must write in the 7 semester/11 trimester cumulative GPA. School seal must be affixed to the transcript or to the online application printout (signature page)**

2. Decide which option to pick for calculating GPA  
Option 1 is NISCA (Difficult) – **not found on the transcript and a mathematical process done on the copy of the transcript. This option is used if the schools does not weight honors, AP, etc courses or does not calculate the GPA.**

Option 2 is School GPA (Easy) – **found on your transcript and should be highlighted**

[Click Here](#) for directions and examples.

3. Do the necessary calculations as shown in the directions **for Option 1. Highlight GPA on paperwork for Option 2.**

4. Enter the application on line and pay any fees required. **You will need the following information to complete the online application. Member coach - membership number, athlete name, address, phone number, email of athlete or parent, GPA weighted or non-weighted, school grade scale. Non-member coach – name, phone number, email, schools full name, city, state, phone number, athlete name, address, phone number, email of athlete or parent, GPA weighted or non-weighted, school grade scale.**

**Payments are made using PayPal. Print a copy of the transaction and mail a copy with your application. You may by-pass PayPal and make applicable payments with a check. You may use credit card with PayPal only!**

5. **Print** the application page **at STEP 6** before exiting the online application.

### CHECKLIST BEFORE MAILING

1. Complete steps 1 thru 5 above

2. Get all the signatures required on the printed application from step 5 above and mail it with the

transcript. **The signature page is printed at STEP 6 in the online entry. This page or the transcript must have the school seal.**

**Required signatures are: parent, athlete, coach, principal or athletic director, registrar or counselor. School seal must be affixed to the signature page or the transcript.**

- 3. Make checks payable to NISCA or **please include the receipt if paid by PayPal.**  
FEES FOR **NON NISCA MEMBER COACH** is **\$30.00**

A Late Fee of \$30.00 will be charged for any application that is not complete or post marked before the following dates:

Fall and Winter season deadline of March 31. All required materials must be postmarked by the deadline to avoid a late fee charge.

Spring season will not incur a late fee, but the FINAL deadline for all seasons is June 15.

**A complete application is: online application (signature page) with signatures of parent, athlete, coach, principal or AD, registrar/counselor; transcript as defined in Step 1 of checklist, school seal.**

- 4. Mail the following items
  1. Copy of the online application (signature page) with signatures and school seal
  2. PayPal receipt or check for correct amount owed
  3. Transcript from registrar meeting the requirements as stated in Step 1 of the checklist and a school seal. School seal may be on the signature page or the transcript.

Send all required items to:

**Marney Shirley**

Academic All-America

401 8th Street SW

Jamestown, ND 58401-4642