

INTERSCHOLASTIC ATHLETICS

Athletic activities are an integral part of Bishop McGuinness Catholic High School's ("BMCHS") educational program. The value of athletics is in the striving for individual excellence through competition - with oneself as well as the opponent - and the sacrifice of oneself for the team. A wide variety of competitive athletic activities are available. All students are encouraged to participate actively as team members if possible, and/or as spectators if not.

It is imperative that students, participants and other spectators conduct themselves in a positive manner at these activities. McGuinness takes great pride in winning but does not condone winning at all cost - and discourages any and all pressures which might tend to neglect good sportsmanship and good mental health. Everyone who is a representative of BMCHS must exemplify good sportsmanship and mature behavior. All forms of support must be positive and directed toward generating enthusiasm for our program rather than detracting or tearing down the program of the opponent. The National Federation for High Schools says, "The ideals of good sportsmanship, ethical behavior and integrity permeate our culture. The values of good sportsmanship and high behavioral standards apply equally to all activity disciplines. In perception and practice, good sportsmanship shall be defined as those qualities of behavior that are characterized by generosity and genuine concern for others. Further, an awareness is expected of the impact of an individual's influence on the behavior of others. Good sportsmanship is viewed... as a concrete measure of the understanding and commitment to fair play, ethical behavior and integrity."

In the book "The Discovery of Morals", which is not about athletics at all, the author, who is a sociologist and not an athlete says this: "Sportsmanship is probably the clearest and most popular expression of morals. Sportsmanship is a thing of the spirit. It is timeless and endless; and we should strive to make it universal to all races, creeds, and walks of life."

Sportsmanship is a timeless and endless expression of morals by all of us. Sportsmanship reveals more about us than anything else we do. Sportsmanship reveals more about our character than any athletic achievement, any victory, any award, or trophy.

Sportsmanship is more than a list of don'ts and do's. It is more than grace in defeat and victory. It is more than how we play the game and how we watch the game. It is how we live our lives.

Sportsmanship begins in our homes. We work on it in practice. It extends to games, reaches to the crowd, permeates the school halls and shopping malls, and it infects society for good or bad. The quality of sportsmanship in schools is linked to the quality of citizenship in our society.

RISKS

Although serious injuries are not common in our programs, it is impossible to eliminate all risk. Parents are to be aware that there exists, while participating in any practice or competition, the risk of injury, serious injury or even death. Participants can help and do have the responsibility to help reduce the chance of injury by:

1. Obeying all safety rules
2. Reporting all physical problems to their coaches
3. Following training rules
4. Following proper conditioning programs
5. Inspecting their own equipment daily
6. Reporting possible dangerous facility conditions

When parents or legal guardians and students sign the proper forms for participation, they assume the risks that arise from participation on athletic teams. **The school assumes neither responsibility nor liability obligations that result from injuries related to participating in the curricular or extra-curricular programs at BMCHS.**

BMCHS does not carry accident insurance on students. However, the Oklahoma Secondary School Activity Association carries a catastrophic injury policy that would take effect to help after a family's expenditures reach certain limits. An optional insurance program at a reasonable rate is available through the school, and information regarding this plan will be available upon request through the Business Office. Additional options in the plan are available for those who participate in senior high football. If a family chooses not to use the school offered insurance program, then it is assumed that coverage is already available for the athlete(s) through other programs. Also, because of the possibility of injury, each athlete must have on file a medical sheet giving permission and/or instructions for treatment and information on who to contact if parents are not at the injury site and cannot be reached in case of an emergency. **A student will not be allowed to participate without information on file indicating medical coverage for them.**

McGuinness is a member of the Oklahoma Secondary Schools Activities Association and is subject to all its rules and regulations. Student eligibility can only be maintained by meeting the Association requirements,

making every positive effort in all academic courses, and fulfilling additional requirements of the individual coaches. In order to participate, students must:

1. Maintain amateur status as an athlete.
2. Be passing the required courses at the time of participation.
3. Maintain eligibility relative to age and school district residency.
 - (a) Students reaching their 19th birthday before September 1st will not be eligible for athletic competition.
 - (b) An entering 9th grade student coming from the Catholic grade schools of Oklahoma City area or Trinity, Westminster or St. John's Episcopal are eligible. Those students entering from any schools outside the Oklahoma City School District, other private schools within the district, or non freshmen from any school, are not eligible for Varsity athletics for 1 year from 1st day of attendance unless a hardship ruling is granted through the Oklahoma Secondary Schools Activities Association. All students may be eligible for freshmen and JV athletics with a "Changing Schools" form. The Athletic Director will help the parents complete the forms for a hardship eligibility request and/or changing school form.
4. Students must have excellent school attendance (**90% or better**) to participate in practice or a scheduled event. A student athlete who is absent more than two classes during a day may not participate in practice or contests scheduled for that day. Ninety percent attendance is figured by dividing the number of total class periods possible into the total number accumulated by the student athlete. Absences due to sickness and other situations out of the control of the student or parents may be waived by the Principal, thus allowing participation. However, the Principal does not waive absences due to vacation time or personal choice. Also, the athlete is allowed to miss any one class only 10 times for extra curricular activities, excluding State competition, for the whole year.

MCGUINNESS STUDENT HONOR CODE

On my honor, I solemnly promise to abide by the values expected of a Bishop McGuinness Catholic High School Student. I will uphold my moral integrity by being honest and respectful to myself as well as the faculty, staff, administration and my fellow students at all times. I will avoid situations, which would cause harm to myself, my fellow student or my school community.

OSSAA SCHOLASTIC ELIGIBILITY

At McGuinness, eligibility is the responsibility of the student athlete. **A student will not be permitted to participate in athletic competition when failing academic course work; e.g. No pass-No play.**

Section 1 - Semester Grades

- a. A student must have received a passing grade in five subjects counted for graduation during the last semester in school.
- b. If a student does not meet the previous standards, participation may begin after the first six weeks of the next semester, if passing all subjects at that time.

Section 2 - Student Eligibility During A Semester

a. Academic eligibility is checked on a weekly basis on the last day of the school week beginning with the third week at the beginning of each semester. The athlete must be passing each individual class to maintain eligibility. If an athlete has a failing grade, eligibility will be regained when the cumulative grade for the semester is passing. While academic eligibility is determined on a weekly basis, semester grades are considered separately for eligibility purposes for next semester.

b. Once grade checks begin, a student athlete failing any subject(s) will be on probation for one week. During this time, the student may continue to practice and play in any scheduled event but will become ineligible to participate in succeeding weeks if failure in the same course or any course is recorded during the next week's grade check. (**A student may not be on probation two consecutive weeks**). Once ineligibility occurs the penalty begins on the Monday following the grade check that recorded the continuing or subsequent failure. Academic ineligibility continues until the following Sunday. If on the next week's grade check, the athlete is now passing all subjects, eligibility is regained. At times, a test or other work will be turned in during the week or even on grade check day, but it has not been graded in time to refigure eligibility. The athlete is still considered to be failing or on probation until the material is graded and if it does raise the overall grade to passing levels, the Athletic Director will correct the situation. The individual coach and academically ineligible student athlete are to arrange a schedule for practice sessions that best serves the needs of the student athlete to regain eligibility. **As a general rule, a student athlete will not be permitted to be excused from a class or classes for which they are on probation during the regular season. Exceptions may occur for playoffs.**

All significant parties who might influence a student athlete to improve will be notified in the event of an eligibility concern. This includes the student athlete, teacher, coach, Athletic Director and parents. The normal procedure for notification begins with the teacher notifying the student and reporting the failure at the proper time. The head coach for that sport then is made aware of the student's status by the Athletic Director or his assistant. The assistant principals and counselors are given a list of failures for that week. The head coach or his/her designated assistant is to notify the parents or guardians before practice time on Monday. Sometimes teams are gone from school on Friday and it may be Monday before parent notification can be

accomplished. However, failure to notify does not postpone application of the penalties. When a teacher fails to turn in a grade check form on time, those students will be recorded on the grade checks for the following week. If the athlete is currently ineligible, they will continue to be ineligible until information is obtained that eligibility is regained. The intent is to avoid penalizing a student athlete without sufficient notice to remedy a deficiency. The Principal and Athletic Director are the only persons able to make exceptions concerning student eligibility. The Athletic Director will inform the coach when the athlete has regained eligibility.

Students will be encouraged to utilize the tutorial period during times of academic duress.

Students must be in attendance at least four (4) out of the six (6) periods in the school day to be eligible to participate that day.

If a student drops a class after the first three weeks of the semester he/she will be ineligible for a three week period. A student regains eligibility at the end of the three week period if he/she is passing all subjects. If the change is initiated by the teacher and/or administration with the parents' consent an exception can be made by the principal.

CHRISTIAN SERVICE ELIGIBILITY

Ninety Christian service hours are a graduation requirement and student-athletes will be expected to remain current during their four (4) years at McGuinness. At the beginning of each semester an inventory will be done for each athlete and if he or she is short the number of required hours he or she will have three (3) weeks to reach the required number. If at the end of the three (3) week probation period the student athlete is still short they will be athletically ineligible until the desired number is reached. During this time the student-athlete may practice but not compete against another school.

	1st Day	1st Day	2nd Semester
Freshman	0		5
Sophomore	10		20
Junior	30		45
Senior	60		90

ATHLETIC CODE OF PARTICIPATION

The students at BMCHS can be successful if they use their God given ability in the classroom as well as in sports activities. All athletes shall abide by a code of ethics, which will earn them the honor, and respect that participation and competition affords. Any conduct that is deemed a discredit to the athlete, the team, or the school will not be tolerated. Unacceptable conduct, included but not limited to theft, vandalism, disrespect, immorality or violation of law will not be tolerated and may lead to temporary or permanent suspension from participation.

Administrators and coaches believe that every interscholastic activity should teach our players and spectators to:

1. Become responsible and contributing members of our school in the attainment of a common goal.
2. Overcome all barriers in achieving their full potential and excellence in performance.
3. Earn the respect and appreciation of teammates, opponents, officials, coaches, and spectators.
4. Develop their own talents, rather than down grade talents of others.
5. Keep competitive activities in their proper perspective.

When representing the school, student athletes accept many new responsibilities and are expected to be:

1. Dedicated to their sport
2. Loyal to and supportive of their coaches and teammates
3. Able to give maximum effort during practice and games
4. Able to understand and follow all training rules
5. Responsible for maintaining academic & athletic eligibility

OSSAA guidelines state, "A student who is disqualified during a game or contest because of a flagrant or unsportsmanlike conduct shall be ineligible until reinstated by the Principal. It is recommended that a disqualified student forfeit the right to participate in at least one contest before he/she is reinstated by the Principal. A student whose flagrant or unsportsmanlike conduct consists of fighting, cursing or using foul language toward a game official will be automatically suspended from participating in a minimum of the next two regularly scheduled games or contests on the same level of competition that his/her team plays. Fighting is defined, but is not limited to, any player or non-player (bench personnel) striking an opponent with arm(s), leg(s), foot (feet), or other object(s), attempting to strike an opponent, biting, or instigating a fight by committing an act(s) that causes an opponent to retaliate by fighting related to an OSSAA sponsored activity in

which the players and non-players are participating. The fighting rule will apply to pre-contest and post-contest sponsored activities. It is mandatory that all head coaches remind his/her team that fighting during the post game hand shaking ceremonies or conducting themselves in an unsportsmanlike manner after the game will be severely penalized. The head coach and team will be subject to additional suspension penalties beyond the normal penalties imposed on fighting and unsportsmanlike acts that occur during the contest. Injuries have occurred because of fans climbing over walls and fences, being trampled, or partaking in dog-pile celebrations, etc., at the conclusion of a contest. The celebration by fans, players, or coaches acting in an unsportsmanlike manner (example; pouring water on the coach) after a contest will result in possible penalties imposed against the school. School administrators should be aware that if their student body and fans come onto the playing area after a contest, penalties may be imposed.”

DRUGS AND ALCOHOL

Good common sense and health prohibits the use of tobacco, alcohol and any type of mood altering drug substance. These are never acceptable for students who wish to be a part of the activities sponsored by BMCHS.

The use of drugs and alcohol is not permitted anywhere on campus. Students may not participate in school, or in school sponsored activities, under the influence of drugs or alcohol. Any of the aforementioned are not to be brought on campus by students. These offenses are punishable by suspension and/or expulsion. In the event of abuses, parents will be notified immediately and a conference will be arranged with the parents to discuss readmission. Attendance of student and parents in an approved drug evaluation and/or education program will be an expectation of readmission of a student.

In an effort to provide consistency in the manner the school deals with student athletes with regard to the use of drugs or alcohol outside of school, the Athletic Department will follow the procedures below. Athletes are not to use or possess any alcohol or drugs at any time during those periods of time while they are active members of an athletic team of BMCHS. An athlete is an active member from the beginning of legal practice for that sport until the conclusion of the season for that sport. If an athlete moves from one sport directly into another, the procedures remain in effect. If it is determined that a student is in violation of these guidelines, after either offense, a parent conference will be called by the head coach.

1st Offense: A minimum of a one game suspension will be imposed as previously specified by the head coach prior to the season. The head coach

may also specify additional lesser appropriate penalties. However, at no time will the minimum suspension of one game not be applied.

2nd Offense: Immediate suspension from all contests and practices of team(s) for the remainder of the athletic season will be imposed. Suspended athletes may not compete for or practice with any other school team until the season of the sport from which they have been suspended is completed.

Future participation for the same sport will be at the discretion of the head coach in that sport. An athlete suspended from one sport will be immediately suspended from any other sport that year upon a single related offense. (Following multiple suspensions, an administrative review regarding continued participation in interscholastic athletics at Bishop McGuinness would be made).

FUNDING

The Athletic Department budget is partially funded from the general operating budget of BMCHS. Every effort is made by the department to cover basic expenditures. Funds are generated through gate admissions, tournament sponsorships, advertising in the All Sports Program, season tickets, athletic physicals, gym rental for grade school basketball and the sale of the annual athletic program. Particular sports use special events when possible to generate funds. These funds are placed into a sport specific activity account and may be spent for that sport's needs at the discretion of the head coach directly responsible for these events; e.g.: at present Football has a golf tournament for friends and patrons; Baseball has concessions at their games, sponsorships for a 100 inning game, and fence advertising; Cross Country / Track develop funds by helping to sponsor Corporate Challenge and the Clancy Running Club; Volleyball plays host to a grade school tournament; Golf has a High School Tournament at the Lincoln Park course. Wrestling has concessions at CGSAA Basketball games. Soccer has an annual plant sale. Softball sells concessions and signs. At times, there are designated donations to a particular sport through the Development Office from alumni, parents and friends of McGuinness. Many parents and groups provide additional needed support as well. One outstanding parent group, the Booster Club, generates funds for the support of all teams through the sale of concessions, McGuinness clothing, other mementos and season tickets. Students are ordinarily responsible for the purchase of their own practice equipment. **THE ATHLETIC DIRECTOR AND PRINCIPAL MUST APPROVE ANY FUND RAISER.**

TRANSPORTATION

BMCHS owns two buses used for all extracurricular activities. Many student groups, other than athletics make use of them during the school year. It is impossible to provide school transportation for all athletic teams at all times. Therefore, it is necessary to depend on the good nature and generosity of the coaches, parents and sometimes the students to have enough vehicles to see that all participants arrive at the event site. It would be impossible to have a quality athletic program for our students without this help. Due to liability concerns for the safety of all involved, it is necessary for students to have written permission on file, signed by the parent or legal guardian, in order to drive their own car, transport other students to an athletic event, or ride with another parent or student driver. The head coach is responsible for determining transportation arrangements and the selection of willing student athlete drivers. **Freshmen and sophomores are only permitted to drive to athletic events under special circumstances. At no time are students allowed to drive to events outside the metropolitan area.**

If practices are located off school grounds (e.g. cross country, tennis and sometimes wrestling), student athletes and/or their parents or guardians are ordinarily responsible for transportation to practice sites at the designated time.

- a). For scheduled competitions, the head coach will make necessary travel arrangements that will many times include parents and students (when necessary).
- b). When school owned buses are used, athletes riding in them are covered by the school's vehicle insurance.
- c). When students ride in a coach's personal car, with parents or other students, the responsibility for insurance coverage falls to the owner of that particular vehicle. The school is aware of the parent's generosity in accepting liability for transportation in many cases.
- d). There are times when the students are requested to meet at the site of competition. These times fall under the same basic criteria as practice site transportation and the school assumes no liability for transportation arrangements made by parents and students.

Parents please be cognizant that athletes need to be picked up from practice in a timely fashion or transportation home arranged with a car pool. Coaches should not have to wait an undue amount of time for athletes to be picked up.

EARLY RELEASE

Field Trip Permission Forms are required any time a student athlete plans to leave campus due to a scheduled athletic activity, if most of a class will be missed. Note, leaving a few minutes early from their last class is an exception to this requirement. The form used for this permission shows details about the trip and requires parent signatures as well as signatures from each of the student's teachers along with their comments about the advisability of the student's absence from the class. Parents need to note these comments and contact the teacher if there are any problems with the student being absent. **Parents are asked to please not sign a blank form.** Student athletes will not be able to leave with the team if this form is not turned in to the Attendance Office prior to departure. Since coaches are not permitted to carry these forms with them on the trip, they need to be handled in a timely fashion and telephone permission will not ordinarily be accepted.

EQUIPMENT RETURN

At the conclusion of each season, uniforms and equipment must be returned in a timely fashion as specified by the head coach of that sport. When these deadlines are not met or if equipment is damaged or lost, financial liens will be imposed and records frozen in the Registrar's Office until equipment is returned or proper remuneration is made.

NEW STUDENT FORM

The OSSAA requests that all parents of incoming students complete a current year new student participation form. Indication of any change of residence must be made so that any impact on eligibility can be determined. Please note that the form requires signatures from parent and student athlete alike. For example, a family may have moved to a new residence beyond the school boundaries of BMCHS and assume the student athlete is still eligible when in fact, they may not be without a ruling from the Oklahoma City Eligibility Committee. **Note this form requires both parent and athlete signatures**

HAZING

The negative hazing or intimidation of new students, underclassmen, or students joining clubs or teams is prohibited.

CONDITIONING

The conditioning of athletes is in control of the coach in season. Summer conditioning should be shared by each of the athlete's coaches. During the school year when a sport concludes it's regular and post seasons, the athlete is released to his/her next sport when all equipment is turned in.

Students may participate in more than one sport per season with the consent of each coach and the athlete's parents

COMMUNICATION

A student's athletic experiences are enhanced through clear communication between coaches, athletics and parents.

Coaches will dispense the following information (probably at a pre-season meeting of parents).

1. Handbook Issues
 - 90% attendance rule
 - Minimum 4 classes per day
 - Academic Eligibility
 - Christian Service Eligibility
 - Drug and Alcohol Policy
 - Out of School Permission Forms
 - Equipment Return
2. Fund Raising
3. Transportation
4. Summer Preparation Programs
5. How to lodge a complaint
6. Tutorial Period
7. Practice Times
8. Lettering Criteria
9. Team Projects (i.e. ropes course)
10. Physicals
11. Necessary Forms or Paperwork
12. Trips

Information coaches expect from parents include:

1. All necessary paperwork prior to the beginning of the season
2. Notification of illness or injury in a timely fashion
3. Notification of scheduling conflicts well in advance

When there are perceived conflicts these issues are generally best resolved at the lowest level between player and coach. These areas of concern may include:

1. The coach's interaction with your child
2. Your child's interaction with others in the program
3. Ways for your child to improve

Some things are left to the discretion of the coach:

1. Strategy
2. Play Calling
3. Playing Time

If a meeting between the athlete and coach fails to resolve a problem, a meeting between the coach and parent may be scheduled. Before or after a game is an inappropriate time to schedule a meeting with a coach, please wait and make contact the next day. If resolution of the problem cannot be satisfactorily reached the next steps include:

1. Athletic Director
2. Principal
3. Superintendent

Booster Club Officers 2006-2007

President:	Cody Graves
Past President:	Dan Hayes
Secretary:	Patty Trosper
Historian:	Jerry Kelley
Ticket Sales:	Barb Renz
Volunteers:	Cheri Ritchie & Susan Turpen
Accoutrements:	Joanie Holmboe and Kim Harrell
Concessions:	Andrea Vaughn

Motto: Fides et Scientia (Faith and Knowledge)
Colors: Kelly Green and White
Mascot: "Clancy"
Team Name: "The Irish"

McGUINNESS SCHOOL SONG

We love you, our McGuinness,
Through the years your ideas will be,
A noble guide through time and tide,
Held high for all to see.

Hail, Hail McGuinness,
March onward! Is our cry,
Here's our salute in fond tribute,
All hail McGuinness High,

We praise you, our McGuinness,
If you win or you lose we'll see,
Your banner fly, McGuinness High,
In Irish Victory.

Hail, Hail McGuinness,
March onward! Is our cry,
Here's our salute in fond tribute,
All hail McGuinness High!

V-I-C-T-O-R-Y

Onward McGuinness, go green and white
We'll cheer you on so fight, Irish, fight!
Victors we will always be,
We're the home of the Irish, As you can see.

Onward McGuinness, go green and white,
We'll cheer you on, so fight, Irish, fight,
V-I-C-T-O-R-Y
We're the home of the Irish pride.

TEACHER - COACHING STAFF

Bluitt, Jonathon	Asst. Boys BKB
Brown, Darrell	Asst. Baseball
Clark, Shawn	Asst. Girls BKB
Cole, Sally	Head Girls SO/Asst. SB
Copeland, Ray	Asst. Football – 9th
Cornell, Kim	Cheerleading
Durham, Tondrell	Head Boys BKB
Farris, Todd	Head Girls Golf
Fiedler, Stephanie	Asst. CC
Frakes, Jennifer	Head Girls BKB/Asst. Tennis
Garvey, John	Asst. CC
George, Matt	Asst. FB
Gilpin, David	Asst. FB-Head 9th FB
Heinen, Dan	Head 9th Girls BKB
Holmes, Jason	Trainer
Kierl, Michael	Head 9th Boys BKB
Lippert, Mary	Asst. CC
Lopez, Arthur	Asst. FB
Miller, Ali	Asst. VB
Milligan, Mike	Head 9th Baseball
Morrissey, K. C.	Asst. 9th Boys BKB
Pierce, Bryan	Asst. FB/Head WR/Asst. Track
Ross, Mic	Head Boys SO
Ruhl, David	Trainer
Savely, Gary	Head Boys Golf
Steele, Bob	Head VB
Stevenson, Scott	Asst. FB /Head Boys TR
Swink, Trevor	Head Girls TR/G & B CC
Vu, Rosemary	Cheerleading
Wade, Bryan	Head Baseball/Softball
Whitbeck, Ann	Head Swimming
Williams, Steph	Asst. VB
Wilson, Yakini	Asst. Girls BKB
Worthington, Andrew	Asst. Boys SO
Young Kenny	Head FB

**BISHOP
McGUINNESS
HIGH SCHOOL**

**HOME
of the
“FIGHTING”
“IRISH”**

**PARENT
ATHLETIC
HANDBOOK**

Attention! - Prospective College Athletes

The NCAA has established a central clearinghouse to certify athletes' eligibility for Division I and II. Below are answers to frequently asked questions about participation under this process.

*** Why do I need to register and be certified?** Required by NCAA - allowing coaches to recruit prospective athletes. This is just an initial-eligibility certification & pertains only to athletics and has no bearing on actual admission to a particular Division I / II college. To be certified for a Division I school, an athlete needs to graduate from high school and have a grade point average in the core curriculum of at least 13 academic courses and achieve a qualifying test score on the ACT or SAT that is within the following sliding scale:

<u>CORE GPA</u>	<u>SAT</u>	<u>ACT</u>	<u>CORE GPA</u>	<u>SAT</u>	
<u>ACT</u>					
2.500 and above	700	17	2.25	810	20
2.475	710	18	2.200	820	20
2.450	720	18	2.175	830	20
2.425	730	18	2.150	840	20
2.400	740	18	2.125	850	20
2.375	750	18	2.100	860	21
2.350	760	19	2.075	870	21
2.325	770	19	2.050	880	21
2.300	780	19	2.025	890	21
2.275	790	19	2.000	900	21
2.250	800	19			

To be certified for Division II, an athlete needs to graduate from high school, earn a grade-point average of 2.000 (on a 4 point scale) in the core curriculum of at least 13 academic courses and achieve a qualifying score of 17 on the ACT or 700 on the SAT.

*** When should I register?** You should register with the clearinghouse whenever you decide you would like to participate in athletics as a college freshman. It generally is best to register after your junior year grades appear on your transcript. Although you can register anytime prior to participation, if you register late, you may face delays that will prevent you from practicing and competing.

*** How do I register?** Obtain materials from the high school counselor. These materials include a student release form and a brochure entitled *Making Sure You are Eligible to Participate in College Sports*. Fill

out the student release form completely and mail the top (white) copy of the form to the clearinghouse along with an \$18 fee. (The fee can be waived if you received a waiver of the ACT or SAT test fee.) Give the pink and yellow copies to the counselor, who then will mail the yellow copy, along with an official copy of your high-school transcript, to the Clearinghouse. **NOTE: Faxed transcripts are not acceptable.** The high school will keep the pink copy of the form for its files.

*** What if I have attended more than one high school?** Each school will need to send your official transcript to the Clearinghouse. Pink and yellow copies should still be given to the counselor of your graduating school. Make copies and send to previous school(s).

*** Are standardized test scores required?** Yes! You may report your scores directly from the testing agency using code 9999; or if your high school reports test scores on the official transcript, those scores may be used for eligibility purposes.

*** What will the Clearinghouse provide to those institutions that are recruiting me?** The Clearinghouse will send your eligibility status to any Division I or II institution that requests it, provided you have given your permission on your student-release form. Please note that the Clearinghouse will not send your eligibility information at your request; rather, the institution must make the request for the information. This in no way guarantees your recruitment.

*** How can I check on the status of my file at the Clearinghouse?** When you complete the student-release form, be sure to enter your Social Security Number and a 4-digit Personal Identification Number (PIN). After you submit your form, you will then be able to call the 24-hour voice response service at **319/339-3003** and access your record, using a touch-tone phone.