

# GHSA On-Line Eligibility Roster – Principal&Headmaster’s Guide

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## Purpose

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The GHSA has implemented a web-based system for the reporting of non-transfer students that are to participate in GHSA sanctioned activities – or more commonly known as “Form A” Non-Transfer students. This system will replace the following paper forms:

- GHSA Form A – Certificate of Eligibility – Non-Transfer Students

Please discontinue the use of these forms.

## System Overview

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The GHSA online eligibility system allows student names and academic information to be easily entered and maintained in an online repository. The system is designed to be similar to the old Form A format, but will also give immediate feedback on each student’s eligibility – based on the current eligibility rules in the GHSA Constitution and Bylaws. Student eligibility data can also be uploaded via spreadsheet.

A new eligibility roster for each school will be created prior to each season (school year) – split into two (2) semesters. Starting during the summer preceding the beginning of the school year, student eligibility data (name, DOB, units, etc.) can be entered or uploaded into the system for the upcoming Fall semester. The system will display the eligibility status of each student and allow the students to be submitted for approval by the school principal, headmaster or other designated authority. Once the students have been approved, their eligibility for the semester is maintained in the system for later reference by the school or the GHSA.

At the end of the Fall semester, student academic data for that semester can then be updated or uploaded to determine the eligibility of each student for the Spring semester. Any students not entered previously can be entered as well – as long as they are not transfer students.

At the end of each season, a new eligibility roster will be created – retaining the student names from the previous season that still have semesters of eligibility remaining. The school can then update the units for prior students and only add entering 9<sup>th</sup> grade students.

## Instructions – Approve Student Eligibility

Access to school eligibility information is restricted – users must login to the GHSA MIS website in order to access the eligibility forms. The Athletic Director at each school should have access to add and update students in the eligibility system. After logging into the GHSA MIS website (use the Login form at the top right corner of the home page) you should see the following items on the left side menu – School Eligibility Roster:

The screenshot shows the GHSA MIS website interface. On the left, a navigation menu under 'APPL01' includes 'Cheer Contracts', 'Forms', 'School Eligibility Roster' (circled in red), and 'School Staff Roster'. The main content area features a blue header for 'Competition Cheerleading Tournament Contracts' with a submission date of Mon, 05/09/2016 - 08:35. Below this, text states that contracts for 2016-2017 are available on the GHSA website at <https://app.ghsa.net/cheer-contracts> and instructs users to click 'view/print' after selecting a competition.

Click on the School Eligibility Roster link- the current school roster will be displayed:

The screenshot displays the 'Eligibility Roster - Appling County' page. It shows a table of students with the following columns: Name, Grade, Activities, Date of Birth, Date Entered (8th or 9th Grade), Fall 2016, Spring 2017, Status, and Operations. All students listed have a status of 'Pending'.

Name	Grade	Activities	Date of Birth	Date Entered 8th or 9th Grade	Fall 2016	Spring 2017	Status	Operations
Burns, Frank	HS	ALL	03/01/1997	08/01/2012	Non-Transfer Units: 2.5 Total: 25 Status: <b>Ineligible - Over Age/Pending</b>		Pending	
Doe, John	HS	BB	01/01/1998	08/01/2013	Non-Transfer Units: 2.5 Total: 19 Status: <b>Eligible/Pending</b>		Pending	
Pierce, Benjamin	HS	ALL	05/02/1999	08/15/2014	Non-Transfer Units: 2.5 Total: 12 Status: <b>Eligible/Pending</b>		Pending	
Potter, James T	HS	ALL	11/01/2000	08/10/2016	Non-Transfer Units: 0 Total: 0 Status: <b>Eligible/Pending</b>		Pending	

Any students awaiting approval will be shown as Status – Pending. **Students are ineligible for participation in GHSA sanctioned activities until approved.** Even if the student’s eligibility status is Eligible, if the student is pending approval, the student is still ineligible.

Note – ineligible students may appear on the roster – the student may gain eligibility in a later semester – if enough total units are earned, for example. They must still be approved as with eligible students.

In order to approve pending student press the Approve Students button at the top of the roster list:

**Eligibility Roster - Appling County**  
 2016-2017 GHSA Eligibility Roster  
 Find Students

List Operations

Name	Grade	Activities	Date of Birth	Date Entered 8th or 9th Grade	Fall 2016	Spring 2017	Status	Operations
Burns, Frank	HS	ALL	03/01/1997	08/01/2012	Non-Transfer Units: 2.5 Total: 25 Status: <b>Ineligible - Over Age/Pending</b>		Pending	

The list of pending students will then be displayed:

**Approve Eligibility Roster - Appling County**  
 2016-2017 GHSA Eligibility Roster  
 Return to Roster  
 Find Students

<input type="checkbox"/>	Name	Grade	Activities	Date of Birth	Date Entered 8th or 9th Grade	Fall 2016	Spring 2017
<input type="checkbox"/>	Burns, Frank	HS	ALL	03/01/1997	08/01/2012	Non-Transfer Units: 2.5 Total: 20 Status: <b>Ineligible - Over Age/Pending</b>	
<input type="checkbox"/>	Doe, John	HS	ALL BB FB	01/01/1998	08/01/2013	Non-Transfer Units: 2.5 Total: 18 Status: <b>Eligible/Pending</b>	
<input type="checkbox"/>	Pierce, Benjamin	HS	ALL	05/02/1999	08/15/2014	Non-Transfer Units: 2.5 Total: 12 Status: <b>Eligible/Pending</b>	
<input type="checkbox"/>	Potter, James T	HS	ALL	11/01/2000	08/10/2016	Non-Transfer Units: 0 Total: 0 Status: <b>Eligible/Pending</b>	

There are two methods for approval:

- 1) Students can be individually approved by selecting the student and pressing the *Approve Selected Students* button.
- 2) All pending students can be approved at once by pressing the *Approve All Pending Students* button.

When a student is approved, the student is removed from the pending approval list. Once all students are approved, the list is emptied.

**Approve Eligibility Roster - Appling County**  
 2016-2017 GHSA Eligibility Roster  
 Return to Roster

Name	Grade	Activities	Date of Birth	Date Entered 8th or 9th Grade	Fall 2016	Spring 2017
No pending students found						

Returning to the school roster, the students now show as Active and each has a timestamp that will be used as the date/time the student gained eligibility for the semester.

Eligibility Roster - Appling County								
2016-2017 GHSA Eligibility Roster								
<a href="#">Find Students</a>								
List Operations								
<input type="button" value="Approve Students"/>								
Name	Grade	Activities	Date of Birth	Date Entered 8th or 9th Grade	Fall 2016	Spring 2017	Status	Operations
Burns, Frank	HS	ALL	03/01/1997	08/01/2012	Non-Transfer Units: 2.5 Total: 25 Status: <b>Ineligible - Over Age</b> (6/13/16 7:55am)		Active	
Doe, John	HS	BB	01/01/1998	08/01/2013	Non-Transfer Units: 2.5 Total: 19 Status: <b>Eligible</b> (6/13/16 7:55am)		Active	
Pierce, Benjamin	HS	ALL	05/02/1999	08/15/2014	Non-Transfer Units: 2.5 Total: 12 Status: <b>Eligible</b> (6/13/16 7:55am)		Active	
Potter, James T	HS	ALL	11/01/2000	08/10/2016	Non-Transfer Units: 0 Total: 0 Status: <b>Eligible</b> (6/13/16 7:55am)		Active	

## Searching for Students

After students are added to the eligibility roster, the student records can be located by last name and/or activity. On the Eligibility Roster page, click the Find Students link to display the search form:

**Eligibility Roster - ACE Charter**

2016-2017 GHSA Eligibility Roster

Find Students

Last Name:  Activity:

Show only matching last names (may be partial name).

Find Reset

List Operations

Add Non-Transfer Students Enter Semester Units Upload Students

Name	Grade	Activities	Date of Birth	Date Entered 8th or 9th Grade	Fall 2016	Spring 2017	Status	Operations
Border, Breana	HS	ALL	06/26/1999	08/06/2015	Non-Transfer Units: 0 Total: 0 Status: <b>Eligible</b> (6/7/16 2:07am)		Active	edit activities request update
Border, Breana	HS	ALL	10/08/2000	08/06/2013	Non-Transfer Units: 4.6 Total: 13.8 Status: <b>Eligible</b> (6/7/16 2:07am)		Active	edit activities request update
Border, Carmelo	HS	ALL	05/09/2000	08/02/2014	Non-Transfer Units: 2.2 Total: 5.8 Status: <b>Ineligible - Academic</b> (6/7/16 2:07am)		Active	edit activities request update

Enter a partial or complete last name and press the Find button to locate student with a matching last name:

**Eligibility Roster - ACE Charter**

2016-2017 GHSA Eligibility Roster

Find Students

Last Name:  Activity:

Show only matching last names (may be partial name).

Find Reset

List Operations

Add Non-Transfer Students Enter Semester Units Upload Students

Name	Grade	Activities	Date of Birth	Date Entered 8th or 9th Grade	Fall 2016	Spring 2017	Status	Operations
Douin, Anibal	HS	ALL	12/19/1999	08/06/2013	Non-Transfer Units: 2.9 Total: 10.5 Status: <b>Ineligible - Academic</b> (6/7/16 2:07am)		Active	edit activities request update
Douin, Anja	HS	ALL	08/31/1996	08/08/2012	Non-Transfer Units: 5 Total: 18.4 Status: <b>Eligible</b> (6/7/16 2:07am)		Active	edit activities request update
Douin, Asia	HS	ALL	08/29/1997	08/08/2014	Non-Transfer Units: 3.6 Total: 5.6 Status: <b>Eligible</b> (6/7/16 2:07am)		Active	edit activities request update

## Approving Transfer Students

The approval process for transfer students is a little different. Each transfer student must be approved individually. Each transfer student on the approval roster will have a Transfer Application link.

Approve Selected Students
Approve All Pending Students

Note: Transfer students must be approved individually - Click Transfer Application to approve.

Name	Grade	Activities	Date of Birth	Date Entered 8th or 9th Grade	Fall 2016	Spring 2017
Doe, John	HS	ALL	01/01/1998	09/01/2015		Transfer Units: 2.5 Total: 5 Status: Eligibility Undetermined/Pending <a href="#">Transfer Application</a>

Click this link to view the Transfer Application for the student.

Approve Transfer Student Application (Form B) - Doe, John - Banks County

[Return to Roster](#)

Student Information

Eligibility Undetermined

First Name \*  Middle  Last \*

Date of Student Transfer \*  Semester \*  Schedule \*

Transfer Type \*  In-state Transfer  Out-of-state Transfer
  Approved Foreign Exchange Exchange Program  Activity \*

Date of Birth \*  Date Entered 9th Grade \*  Units Previous Semester  Total Units 
 Academically Eligible (Note: Student is not eligible until transfer is approved by the GHSA office)

Begin Date	End Date	Grade(s)	School Name	School Address (City, State)
<input type="text" value="09/01/2015"/>	<input type="text" value="12/05/2016"/>	<input type="text" value="9"/>	<input type="text" value="Best School"/>	<input type="text" value="Nowhere, USA"/>
<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Beginning and Ending Dates for all schools attended beginning with 9th grade.

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General Transfer Information

Present Home Address - Street \*  City, State \*  County \*

Lives With - Names \*  Relationship \*

Review the transfer application and if the transfer is to be approved, click the Approve Transfer Application button at the bottom of the form. The application will then be sent to the GHSA office for review and final eligibility determination.