

GHSA On-Line Eligibility Roster – School User’s Guide

Purpose

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
- GHSA Form B – Transfer Student Eligibility

Please discontinue the use of these forms.

System Overview

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 9th grade students.

Instructions – Adding and Updating Students

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 home page. The left sidebar menu is visible, with 'School Eligibility Roster' highlighted by a red circle. The main content area shows announcements for 'Competition Cheerleading Tournament Contracts' and 'Slow-Pitch Softball Survey'.

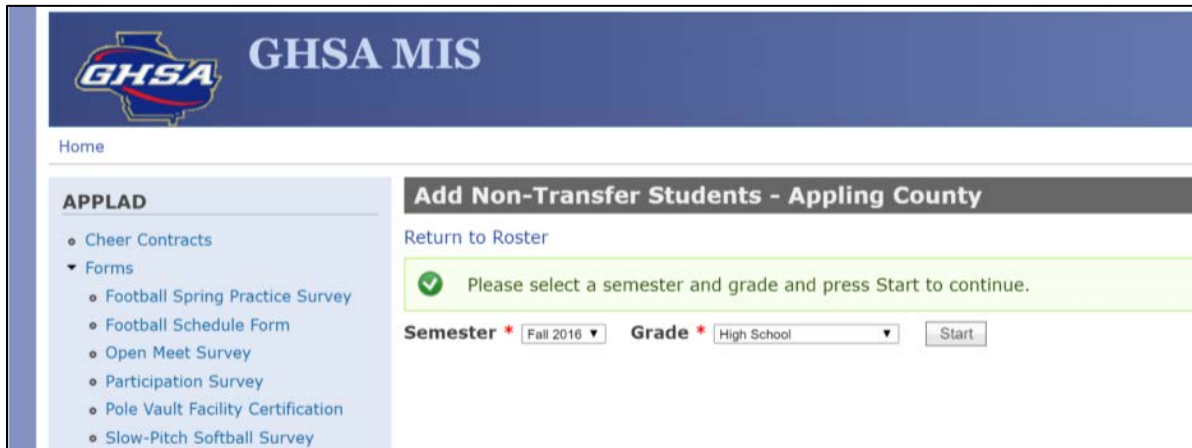
To access your school eligibility roster, click the *School Eligibility Roster* link on the left side menu. You should then see the roster for your school:



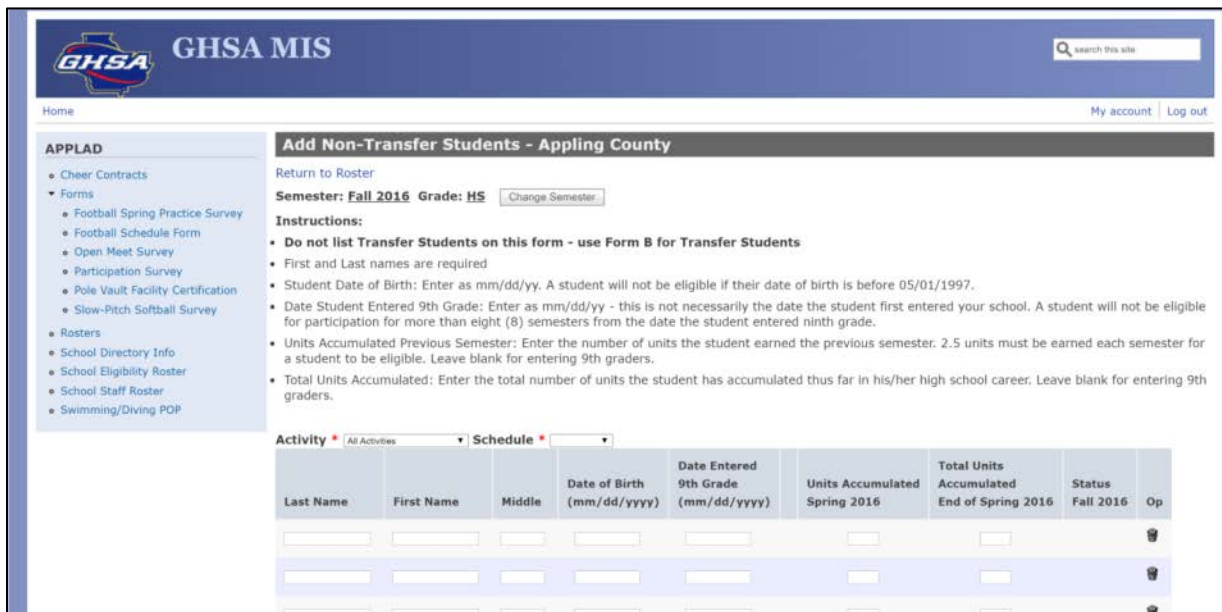
The screenshot shows the 'Eligibility Roster - Appling County' page. The page displays a table with columns for Name, Grade, Activities, Date of Birth, Date Entered 8th or 9th Grade, Fall 2016, Spring 2017, Status, and Operations. The table currently shows 'No Students Found'.

Adding Non-Transfer Students

To add non-transfer students to your eligibility roster click the *Add Non-Transfer Students* button at the top of the list – the Add Non-Transfer Students form will be displayed:



To begin, select the semester to which the students will be added. Note: update access to each semester is restricted by date – updates to the Fall semester will only be allowed from June to December and access to Spring will only be allowed from December to May. Also, select the Grade being added – middle school students participating in allowed activities for the school may be added here as well. Then press the *Start* button – the roster form will be displayed:



First, the activity that the students will participate in can be selected. Also, select the schedule type that the students are assigned (traditional, block, year-long, hybrid).

Next, enter the student names, dates and units – some eligibility guidelines and requirements are listed on the form. Last Name, First Name, DOB, Date Entered 9th (or 8th) Grade, Previous Semester Units and

Total Units are all required for each student. The students do not have to be entered in any particular order. Leave units blank for students entering 9th grade. When all student info has been entered, press the *Check Eligibility* button at the bottom of the list.

Each student’s information is then checked against the current eligibility requirements in order to determine the student’s eligibility status. The status of each student is then displayed:

| Activity * | | Schedule * | | | | | | | | |
|-------------------------------------|--------------------------------------|--------------------------------|---|---|----------------------------------|--|--|----|--|--|
| All Activities | | Traditional | | | | | | | | |
| Last Name | First Name | Middle | Date of Birth (mm/dd/yyyy) | Date Entered 9th Grade (mm/dd/yyyy) | Units Accumulated Spring 2016 | Total Units Accumulated End of Spring 2016 | Status Fall 2016 | Op | | |
| <input type="text" value="Doe"/> | <input type="text" value="John"/> | <input type="text"/> | <input type="text" value="01/01/1998"/> | <input type="text" value="08/01/2013"/> | <input type="text" value="2.5"/> | <input type="text" value="5.0"/> | Ineligible - Academic 17 units required after year 3 | | | |
| <input type="text" value="Burns"/> | <input type="text" value="Frank"/> | <input type="text"/> | <input type="text" value="03/01/1997"/> | <input type="text" value="08/01/2012"/> | <input type="text" value="3.0"/> | <input type="text" value="19"/> | Ineligible - Over Age | | | |
| <input type="text" value="Pierce"/> | <input type="text" value="Hawkeye"/> | <input type="text"/> | <input type="text" value="05/02/1999"/> | <input type="text" value="08/15/2014"/> | <input type="text" value="2.0"/> | <input type="text" value="12.0"/> | Ineligible - Academic 2.5 units previous semester required | | | |
| <input type="text" value="Potter"/> | <input type="text" value="James"/> | <input type="text" value="T"/> | <input type="text" value="11/01/2000"/> | <input type="text" value="08/10/2016"/> | <input type="text"/> | <input type="text"/> | Eligible Entering 9th Grade | | | |

For students listed as ineligible, the reason for the status is listed as well. If the student is eligible due to an error in the information entered, the error can be corrected and the student’s information can be checked again by pressing the *Check Eligibility* button again:

| Last Name | First Name | Middle | Date of Birth (mm/dd/yyyy) | Date Entered 9th Grade (mm/dd/yyyy) | Units Accumulated Spring 2016 | Total Units Accumulated End of Spring 2016 | Status Fall 2016 | Op |
|-------------------------------------|--------------------------------------|--------------------------------|---|---|----------------------------------|--|--|----|
| <input type="text" value="Doe"/> | <input type="text" value="John"/> | <input type="text"/> | <input type="text" value="01/01/1998"/> | <input type="text" value="08/01/2013"/> | <input type="text" value="2.5"/> | <input type="text" value="5.0"/> | Ineligible - Academic 17 units required after year 3 | |
| <input type="text" value="Burns"/> | <input type="text" value="Frank"/> | <input type="text"/> | <input type="text" value="03/01/1997"/> | <input type="text" value="08/01/2012"/> | <input type="text" value="3.0"/> | <input type="text" value="19"/> | Ineligible - Over Age | |
| <input type="text" value="Pierce"/> | <input type="text" value="Hawkeye"/> | <input type="text"/> | <input type="text" value="05/02/1999"/> | <input type="text" value="08/15/2014"/> | <input type="text" value="2.5"/> | <input type="text" value="12.0"/> | Eligible | |
| <input type="text" value="Potter"/> | <input type="text" value="James"/> | <input type="text" value="T"/> | <input type="text" value="11/01/2000"/> | <input type="text" value="08/10/2016"/> | <input type="text"/> | <input type="text"/> | Eligible Entering 9th Grade | |

Ineligible student may be left on the list or deleted (by clicking the Trash icon). Note: Ineligible students cannot participate in any GHSA sanctioned activities, even if they are on the school’s eligibility roster. Once the student information has been verified to be correct, the students are then submitted for approval by the school principal or headmaster. **A student, even if listed as Eligible cannot begin participation until approved by the principal or headmaster.** Press the *Submit for Approval* button at the bottom of the list to process the list for approval. The students are then placed on the school eligibility roster – pending approval. The principal or headmaster will be notified that there are students awaiting approval on the school’s eligibility roster.

Pending Students

Returning to the school eligibility roster, the students just added will be displayed – in pending status. While in pending status, a student can be deleted from the roster by pressing the Delete link. The student’s activity list may also be updated at this time. Note – again – pending students are not eligible for participation – even if listed as eligible

| Eligibility Roster - Appling County | | | | | | | | | |
|---|-------|------------|---------------|-------------------------------|---|-------------|---------|----------------------|------------------------|
| 2016-2017 GHSA Eligibility Roster | | | | | | | | | |
| Find Students | | | | | | | | | |
| List Operations | | | | | | | | | |
| <input type="button" value="Add Non-Transfer Students"/> <input type="button" value="Enter Semester Units"/> <input type="button" value="Upload 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: 3 Total: 19 Status: Ineligible - Over Age/Pending | | Pending | edit | delete |
| Doe, John | HS | ALL | 01/01/1998 | 08/01/2013 | Non-Transfer Units: 2.5 Total: 5 Status: Ineligible - Academic/Pending | | Pending | edit | delete |
| Pierce, Hawkeye | HS | ALL | 05/02/1999 | 08/15/2014 | Non-Transfer Units: 2.5 Total: 12 Status: Eligible/Pending | | Pending | edit | delete |
| Potter, James T | HS | ALL | 11/01/2000 | 08/10/2016 | Non-Transfer Units: 0 Total: 0 Status: Eligible/Pending | | Pending | edit | delete |

Approved Students

Once any pending students have been approved by the principal or headmaster, the status will change to Active and the eligible students will become eligible at the date/time of their approval:

| Eligibility Roster - Appling County | | | | | | | | | |
|---|-------|------------|---------------|-------------------------------|---|-------------|--------|----------------------|--------------------------------|
| 2016-2017 GHSA Eligibility Roster | | | | | | | | | |
| Find Students | | | | | | | | | |
| List Operations | | | | | | | | | |
| <input type="button" value="Add Non-Transfer Students"/> <input type="button" value="Enter Semester Units"/> <input type="button" value="Upload 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: 3 Total: 19 Status: Ineligible - Over Age (6/10/16 6:54pm) | | Active | edit | request update |
| Doe, John | HS | ALL | 01/01/1998 | 08/01/2013 | Non-Transfer Units: 2.5 Total: 5 Status: Ineligible - Academic (6/10/16 6:54pm) | | Active | edit | request update |
| Pierce, Hawkeye | HS | ALL | 05/02/1999 | 08/15/2014 | Non-Transfer Units: 2.5 Total: 12 Status: Eligible (6/10/16 6:54pm) | | Active | edit | request update |
| Potter, James T | HS | ALL | 11/01/2000 | 08/10/2016 | Non-Transfer Units: 0 Total: 0 Status: Eligible (6/10/16 6:54pm) | | Active | edit | request update |

Once a student is approved, no further updates to the student’s eligibility information (name, dates or units) can be performed. However, if it is discovered that there is an error in the student’s information, the school can request an update be performed by the GHSA office. Click the *Request Update* link to request an update:

Request Update for Student - Pierce, Hawkeye

Instructions:

- Use this form to request minor corrections to a student’s name or
- To request that a student record be deleted.
- No changes can be made to dates or units once a student has been declared eligible
- If incorrect dates or units were entered, you may request that the student record be deleted
- The student may then be resubmitted for eligibility again.
- The school may be fined if the student has participated in activities while having an incorrect eligibility record or the student is found to be ineligible

Student Info

| | | |
|-------------------|----------------------|---------------------------------|
| First Name | Middle | Last |
| Hawkeye | | Pierce |
| Grade | Date of Birth | Entered 8th or 9th Grade |
| HS | 05/02/1999 | 08/15/2014 |

Request Info

Request *

Update

Delete

Reason for Request *

Please give the reason for the request - be specific and give as much detail as possible.

To complete the form, first select Update or Delete – select Delete if the student’s dates or units were incorrectly entered – select Update if there is a minor mistake in the name. Then enter the reason for the request and press the *Submit Request* button. The GHSA office will evaluate the request and send a response indicating whether or not the request was completed.

After an update request is submitted the roster will show that the request is pending:

| | | | | | | | |
|--------------------|----|-----|------------|------------|---|--------------------------------|--|
| Pierce, Hawkeye | HS | ALL | 05/02/1999 | 08/15/2014 | Non-Transfer Units: 2.5 Total: 12 Status: Eligible (6/10/16 6:54pm) | Active (Request Pending) | edit activities cancel request |
|--------------------|----|-----|------------|------------|---|--------------------------------|--|

The request can be cancelled before it is processed – if needed.

When the request is processed, the school will be notified via email as to the result of the request – either completed or denied.

Updating Student Units for a Semester

Once students have been added to the school’s eligibility roster, there is no need to enter the names and dates again. However, at the end of each semester, each students earned units will have to be updated in order to determine the student’s continued eligibility status. To begin, click the Add Semester Units button on the student roster page. The units form will be displayed. Select the semester and grade to be updated – the system will display a list of students to which units can be added for the given semester and grade.

Add Semester Units to Existing Students - Appling County

[Return to Roster](#)

Semester: **Spring 2017** Grade: **HS**

Instructions:

- Units Accumulated Previous Semester: Enter the number of units the student earned the previous semester. 2.5 units must be earned each semester for a student to be eligible. Leave blank for entering 9th graders.
- Total Units Accumulated: Enter the total number of units the student has accumulated thus far in his/her high school career. Leave blank for entering 9th graders.

| Name | Grade | Date of Birth | Date Entered 9th Grade | Units Accumulated Fall 2016 | Total Units Accumulated End of Fall 2016 | Status Spring 2017 |
|------------------|-------|---------------|------------------------|-----------------------------|--|--------------------|
| Burns, Frank | HS | 03/01/97 | 08/01/12 | <input type="text"/> | <input type="text"/> | |
| Doe, John | HS | 01/01/98 | 08/01/13 | <input type="text"/> | <input type="text"/> | |
| Pierce, Benjamin | HS | 05/02/99 | 08/15/14 | <input type="text"/> | <input type="text"/> | |
| Potter, James T | HS | 11/01/00 | 08/10/16 | <input type="text"/> | <input type="text"/> | |

On this form, enter the units earned the previous semester and the total units accumulated for each student. Press the *Check Eligibility* button to determine the eligibility status for each student for the given semester.

| Name | Grade | Date of Birth | Date Entered 9th Grade | Units Accumulated Fall 2016 | Total Units Accumulated End of Fall 2016 | Status Spring 2017 |
|------------------|-------|---------------|------------------------|----------------------------------|--|-----------------------|
| Burns, Frank | HS | 03/01/97 | 08/01/12 | <input type="text" value="2.5"/> | <input type="text" value="17.0"/> | Ineligible - Over Age |
| Doe, John | HS | 01/01/98 | 08/01/13 | <input type="text" value="2.5"/> | <input type="text" value="18.0"/> | Eligible |
| Pierce, Benjamin | HS | 05/02/99 | 08/15/14 | <input type="text" value="2.5"/> | <input type="text" value="14.0"/> | Eligible |
| Potter, James T | HS | 11/01/00 | 08/10/16 | <input type="text" value="2.5"/> | <input type="text" value="2.5"/> | Eligible |

As with the Add Students form, the status of each student is displayed – corrections can be made if needed. Once the units are entered correctly, press the *Submit for Approval* button to submit the students for approval for the given semester.

As before, the students are not eligible for the given semester until approved by the principal or headmaster – even if the status shows Eligible. Also note that even if a student is ineligible for Fall semester, they can be eligible for Spring semester if all criteria are met.

| 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: 3 Total: 19 Status: Ineligible - Over Age (6/10/16 6:54pm) | Non-Transfer Units: 2.5 Total: 17 Status: Ineligible - Over Age/Pending | Pending | edit activities request update |
| Doe, John | HS | ALL | 01/01/1998 | 08/01/2013 | Non-Transfer Units: 2.5 Total: 5 Status: Ineligible - Academic (6/10/16 6:54pm) | Non-Transfer Units: 2.5 Total: 18 Status: Eligible/Pending | Pending | edit activities request update |
| Pierce, Benjamin | HS | ALL | 05/02/1999 | 08/15/2014 | Non-Transfer Units: 2.5 Total: 12 Status: Eligible (6/10/16 6:54pm) | Non-Transfer Units: 2.5 Total: 14 Status: Eligible/Pending | Pending | edit activities request update |
| Potter, James T | HS | ALL | 11/01/2000 | 08/10/2016 | Non-Transfer Units: 0 Total: 0 Status: Eligible (6/10/16 6:54pm) | Non-Transfer Units: 2.5 Total: 2.5 Status: Eligible/Pending | Pending | edit activities request update |

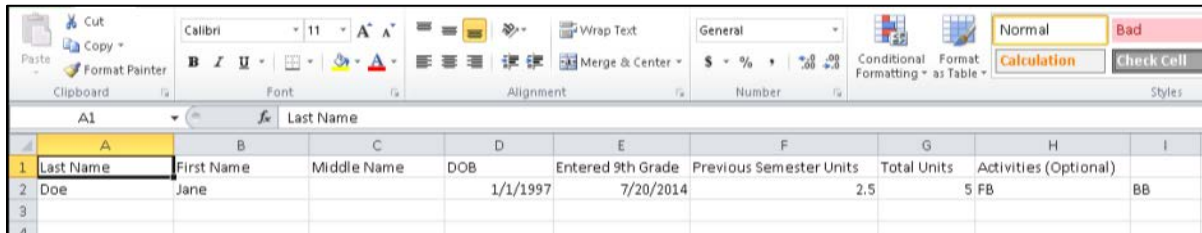
Once the students are approved, they will be placed in Active status and are eligible for participation.

Uploading Student Information

It is also possible to upload non-transfer student names, dates and units into the eligibility system from a spread sheet. This should make it possible to collect the required information from a school's student management system and avoid keying of student data.

- The file may be a CSV, XLS, or XLSX file compatible with Excel, or ODS file compatible with Open Office
- The spreadsheet columns must be in the following order:
 - Last Name, First Name, Middle Name, Date of Birth, Date Entered 9th Grade, Units Earned Previous Semester, Total Units Earned After Previous Semester, Activity(ies)
 - Column Names are permitted on the first row - indicate before uploading
 - Date columns must be in the format: MM/DD/YYYY
 - Units columns must be numbers only - a decimal point is permitted
 - Activity Column is optional - if omitted, All Activities is assumed.
 - Activity codes are: BB-Baseball, BS-Basketball, CC-Cross Country, CH-Cheerleading, DFL-Debate/Literary, FB-Football, GF-Golf, GY-Gymnastics, LAX-Lacrosse, RF-Riflery, SB-Softball, SO-Soccer, SW-Swimming/Diving, TF-Track and Field, TN-Tennis, VB-Volleyball, WR-Wresting
 - Multiple activity codes may be specified by using additional columns

An example spreadsheet file is available for downloading – look for the link in the upload form instructions:



| | A | B | C | D | E | F | G | H | I |
|---|-----------|------------|-------------|----------|-------------------|-------------------------|-------------|-----------------------|----|
| 1 | Last Name | First Name | Middle Name | DOB | Entered 9th Grade | Previous Semester Units | Total Units | Activities (Optional) | |
| 2 | Doe | Jane | | 1/1/1997 | 7/20/2014 | 2.5 | 5 | FB | BB |
| 3 | | | | | | | | | |
| 4 | | | | | | | | | |

To upload students, first prepare a spreadsheet file in the required format.

Press the *Upload Students* button from the school roster page.

Upload Non-Transfer Students - Appling County

2016-2017 GHSA Eligibility Roster

Upload Instructions:

- Use this form to upload eligibility roster entries from a spreadsheet file
- The file may be a CSV, XLS, or XLSX file compatible with Excel, or ODS file compatible with Open Office
- An example spreadsheet file is available for downloading [here](#)
- The spreadsheet columns must be in the following order:
 - Last Name, First Name, Middle Name, Date of Birth, Date Entered 9th Grade, Units Earned Previous Semester, Total Units Earned After Previous Semester, Activity
- Column Names are permitted on the first row - please indicate before uploading
- Date columns must be in the format: MM/DD/YYYY
- Units columns must be numbers only - a decimal point is permitted
- Activity Column is optional - if omitted, All Activities is assumed.
- Activity codes are: BB-Baseball, BS-Basketball, CC-Cross Country, CH-Cheerleading, DFL-Debate/Literary, FB-Football, GF-Golf, GY-Gymnastics, LAX-Lacrosse, RF-Riflery, SB-Softball, SO-Soccer, SW-Swimming/Diving, TF-Track and Field, TN-Tennis, VB-Volleyball, WR-Wrestling
- Multiple activity codes may be specified by using additional columns

Semester *
[- Select - ▼]

Grade *
[- Select - ▼]

Schedule *
[- Select - ▼]

Roster File
 No file chosen
Click "Browse..."

Column Headings
Check if the first row of the spreadsheet contains column headings

Begin by selecting the Semester, Grade, and Schedule for the students being uploaded.

Next, choose the spreadsheet file containing the student data – press the Browse or Choose File button (depending on your browser) and select the file location from your local computer files. If the first row of the spreadsheet file contains headings (like Last Name, First Name, etc), be sure to check the Column Headings checkbox.

Press the *Upload Roster* button to begin the upload process.

When to upload completes and all students have been check for eligibility, a review page is displayed showing the status of each student that was uploaded:

| Review Uploaded Students | | | | | | | | | | | |
|--|-----------|------------|-------------|------------|------------|-------------------|------------------|-------------|-----------------------|--|--|
| Upload Parameters | | | | | | | | | | | |
| Semester: Fall 2016 Grade: HS Schedule: Traditional | | | | | | | | | | | |
| Record | Last Name | First Name | Middle Name | Activities | DOB | Entered 9th Grade | Units Prev. Sem. | Total Units | Status | Message | |
| 1 | Pierrott | Minta | | ALL | 07/19/1999 | 08/09/2014 | 4.5 | 12.9 | Eligible | | |
| 2 | Sossong | Bella | | ALL | 03/11/2000 | 08/03/2014 | 3.7 | 10.7 | Ineligible - Academic | Ineligible - Academic 11 units required after year 2 | |
| 3 | Rix | Dolores | | ALL | 03/01/1998 | 08/14/2014 | 4.2 | 12.2 | Eligible | | |
| 4 | Zurheide | Eleonora | | ALL | 06/17/1999 | 08/14/2016 | 0 | 0 | Eligible | Entering 9th Grade | |
| 5 | Cluxton | Yelena | | ALL | 06/09/2001 | 08/07/2015 | 4 | 5.8 | Eligible | | |
| 6 | Villaire | Jaimee | | ALL | 02/19/1997 | 08/09/2016 | 0 | 0 | Ineligible - Over Age | Ineligible - Over Age | |
| 7 | Zollman | Nanci | | ALL | 11/15/2000 | 08/04/2016 | 0 | 0 | Eligible | Entering 9th Grade | |
| 8 | Mapa | Ivy | | ALL | 01/29/1998 | 08/06/2016 | 0 | 0 | Eligible | Entering 9th Grade | |
| 9 | Scarpelli | Jada | | ALL | 12/18/1998 | 08/12/2015 | 4.7 | 5.8 | Eligible | | |
| 10 | Stepleton | Robbyn | | ALL | 06/17/1997 | 08/02/2013 | 3.1 | 18.7 | Eligible | | |
| 11 | Whitcome | Jess | | ALL | 03/09/1998 | 08/10/2015 | 2.3 | 6 | Ineligible - Academic | Ineligible - Academic 2.5 units previous semester required | |
| 12 | Krake | Karey | | ALL | 03/14/1999 | 08/09/2016 | 0 | 0 | Eligible | Entering 9th Grade | |
| 13 | Vizard | Jude | | ALL | 09/30/2001 | 08/12/2014 | 3.4 | 12 | Eligible | | |
| 14 | Onsgard | Leanne | | ALL | 09/05/1999 | 08/14/2013 | 4.8 | 18.3 | Eligible | | |
| 15 | Maiolo | Anthony | | ALL | 05/29/2001 | 08/08/2015 | 3.6 | 4.6 | Ineligible - Academic | Ineligible - Academic 5 units required after year 1 | |
| 16 | Rood | Robbyn | | ALL | 07/18/1998 | 08/14/2013 | 2.3 | 19.5 | Ineligible - Academic | Ineligible - Academic 2.5 units previous semester required | |
| 17 | Wiker | Chantal | | ALL | 03/19/1998 | 08/07/2015 | 4.4 | 5.3 | Eligible | | |
| 18 | Weldon | Carmelo | | ALL | 01/06/1997 | 08/14/2014 | 4.8 | 10.7 | Ineligible - Over Age | Ineligible - Over Age | |
| 19 | Raddle | Benjamin | | ALL | 07/27/1998 | 08/01/2015 | 2.6 | 5.2 | Eligible | | |
| 20 | Tinson | Anibal | | ALL | 07/12/1998 | 08/04/2016 | 0 | 0 | Eligible | Entering 9th Grade | |
| 21 | Pitch | Bella | | ALL | 12/17/1998 | 08/07/2015 | 3.7 | 5.5 | Eligible | | |

Any students shown to be ineligible are accompanied by a message describing the reason for the status. If there are any errors in the spreadsheet data, the spreadsheet will have to be corrected and uploaded again. If this is the case, press the *Clear List and Upload Again* button at the bottom of the list.

If a student record has an invalid date or other data format error, a Validation Error status will be displayed – a student record with a Validation Error will not be submitted for approval – the record must be corrected in the spreadsheet file and uploaded again.

If the student list is correct, press the Submit for Approval button to submit the student list to the principal or headmaster for approval. As before, students are ineligible for participation until they are approved by the principal or headmaster of the school.

Updating Student Semester Units via Upload

Existing student units can also be updated via an upload. The eligibility system matches students by Last Name, First Name and Date of Birth. However, once a student has been added to the schools eligibility roster for a semester, the student's data cannot be updated for that same semester. For example, if you add or upload student John Doe for Fall 2016 and then attempt to upload John Doe for Fall 2016 again, the system will raise a validation error:

| Review Uploaded Students | | | | | | | | | | | |
|---|-----------|------------|-------------|------------|------------|-------------------|------------------|-------------|------------------|---|--|
| Upload Parameters | | | | | | | | | | | |
| Semester: Fall 2016 Grade: HS Schedule: Traditional | | | | | | | | | | | |
| Record | Last Name | First Name | Middle Name | Activities | DOB | Entered 9th Grade | Units Prev. Sem. | Total Units | Status | Message | |
| 1 | Doe | John | | FB,BB | 01/01/1998 | 07/20/2014 | 2.5 | 5 | Validation Error | Student is already on eligibility roster for this semester and cannot be added or updated | |
| <input type="button" value="Submit for Approval"/> <input type="button" value="Clear List and Upload Again"/> | | | | | | | | | | | |

However, once the Fall 2016 semester is over, the spreadsheet can be updated with the units from Fall 2016 and the student uploaded for the Spring 2017 season. The system will match the student record and add the units to the Spring 2017 semester.

| Review Uploaded Students | | | | | | | | | | | |
|---|-----------|------------|-------------|------------|------------|-------------------|------------------|-------------|----------|---------|--|
| Upload Parameters | | | | | | | | | | | |
| Semester: Spring 2017 Grade: HS Schedule: Traditional | | | | | | | | | | | |
| Record | Last Name | First Name | Middle Name | Activities | DOB | Entered 9th Grade | Units Prev. Sem. | Total Units | Status | Message | |
| 1 | Doe | John | | FB,BB | 01/01/1998 | 07/20/2014 | 2.5 | 12 | Eligible | | |
| <input type="button" value="Submit for Approval"/> <input type="button" value="Clear List and Upload Again"/> | | | | | | | | | | | |

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:

The screenshot shows the 'Eligibility Roster - ACE Charter' interface. At the top, there is a header '2016-2017 GHSA Eligibility Roster' and a dropdown menu with 'Find Students' selected. Below this is a search form with 'Last Name' and 'Activity' input fields. The 'Last Name' field contains the text 'Border'. Below the search form are 'Find' and 'Reset' buttons. Underneath the search form is a 'List Operations' section with buttons for 'Add Non-Transfer Students', 'Enter Semester Units', and 'Upload Students'. The main part of the page is a table with the following columns: Name, Grade, Activities, Date of Birth, Date Entered 8th or 9th Grade, Fall 2016, Spring 2017, Status, and Operations. The table contains three rows of student data.

| 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: Eligible (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: Eligible (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: Ineligible - Academic (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:

This screenshot shows the same 'Eligibility Roster - ACE Charter' interface, but the 'Last Name' search field now contains the text 'Douin'. The 'Find' button has been pressed, and the table below now displays three student records with the last name 'Douin'.

| 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: Ineligible - Academic (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: Eligible (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: Eligible (6/7/16 2:07am) | | Active | edit activities request update |

Transfer Student Applications

In order to apply for a transfer student's eligibility at your school, you must submit a Transfer Student Application (previous known as a Form B). Click the Transfer Student Application button to begin.

Eligibility Roster - Banks 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 | Current Eligibility Status | Operations |
|-------------------|-------|------------|---------------|-------------------------------|-----------|-------------|----------------------------|------------|
| No Students Found | | | | | | | | |

The transfer application form should appear:

Submit Transfer Student Application (Form B) - Banks County

[Return to Roster](#)

Student Information

First Name *
Middle
Last *

Date of Student Transfer *
Semester *
Schedule *

Transfer Type *
 Approved Foreign Exchange
 Exchange Program

Activity *

In-state Transfer
 Out-of-state Transfer

Date of Birth *
Date Entered 9th Grade *
Units Previous Semester
Total Units

| 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" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> |
| <input type="text" value="mm/dd/yyyy"/> | <input type="text" value="mm/dd/yyyy"/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> |
| <input type="text" value="mm/dd/yyyy"/> | <input type="text" value="mm/dd/yyyy"/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> |

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

General Transfer Information

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

Lives With - Names *
Relationship *

Previous Home Address - Street *
City, State *
County *

Persons Student Lived with at Previous Address - Names *
Relationship *

Is the current residence located in your school area? *

Is the custodial parent a certified teacher, counselor or administrator at the receiving school (Grades 9-12)? *

Fill out the application completely – there are several required fields on the form – marked with a red asterisk (*).

At the bottom of the form is a place for additional comments related to the application and for uploaded any required documentation, such as court documents, etc.

Additional Info

Additional Comments

Upload Attachment

No file selected.

Click "Browse..." to select the file to upload. A PDF is preferred. The maximum file size per upload is 200 MB.

Once the form is completed, click the Check Transfer button to have the system validate the form. If any errors are located the system will highlight the required field:

✘ Exchange Program Required

Submit Transfer Student Application (Form B) - Banks County

Return to Roster

Student Information

First Name * Middle Last *

Date of Student Transfer * Semester * Schedule *

Transfer Type * Approved Foreign Exchange Exchange Program Activity *

In-state Transfer

Out-of-state Transfer

Correct any noted errors and click the Check Transfer button again.

In addition to validating the form, the system will check the academic eligibility of the student:

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)


As is noted on the form, this does not mean the student is eligible. The GHSA must review the entire transfer form in order to determine the student's final eligibility. Note: a student must be academically eligible in order to gain transfer eligibility.

Once the form has been validated, click the Submit for Approval button at the bottom of the form in order to submit the student for approval by the school principal or headmaster.

Similar to the Non-Transfer student process, the student will then appear on the roster in Pending status – awaiting approval from the school administrator.

| Name | Grade | Activities | Date of Birth | Date Entered 8th or 9th Grade | Fall 2016 | Spring 2017 | Current Eligibility Status  | Operations |
|-----------|-------|------------|---------------|-------------------------------|-----------|--|--|--|
| Doe, John | HS | ALL | 01/01/1998 | 09/01/2015 | | Transfer Units: 2.5 Total: 5 Status: Eligibility Undetermined/Pending Transfer Application | Eligibility Undetermined/Pending | edit activities delete |

Up until the student is approved by the administrator, changes can be made to the transfer application, by clicking the Transfer Application link. The application may also be deleted during this time. However, once the transfer has been approved by the administrator, no more updates are allowed. The roster entry will update once the administrator approves the transfer.

| Name | Grade | Activities | Date of Birth | Date Entered 8th or 9th Grade | Fall 2016 | Spring 2017 | Current Eligibility Status  | Operations |
|-----------|-------|------------|---------------|-------------------------------|-----------|--|--|--|
| Doe, John | HS | ALL | 01/01/1998 | 09/01/2015 | | Transfer Units: 2.5 Total: 5 Status: Eligibility Undetermined Transfer Application | Eligibility Undetermined | edit activities request update |

The transfer application then be reviewed by the GHSA and the student’s eligibility will be determined. Once the GHSA has determined the student’s eligibility, the GHSA office will update the roster to reflect the final eligibility status.

| Name | Grade | Activities | Date of Birth | Date Entered 8th or 9th Grade | Fall 2016 | Spring 2017 | Current Eligibility Status  | Operations |
|-----------|-------|------------|---------------|-------------------------------|-----------|--|--|--|
| Doe, John | HS | ALL | 01/01/1998 | 09/01/2015 | | Transfer Units: 2.5 Total: 5 Status: Eligible (3/21/17 1:04am) Transfer Application | Eligible | edit activities request update |