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

- GHSA Hardship Application

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.
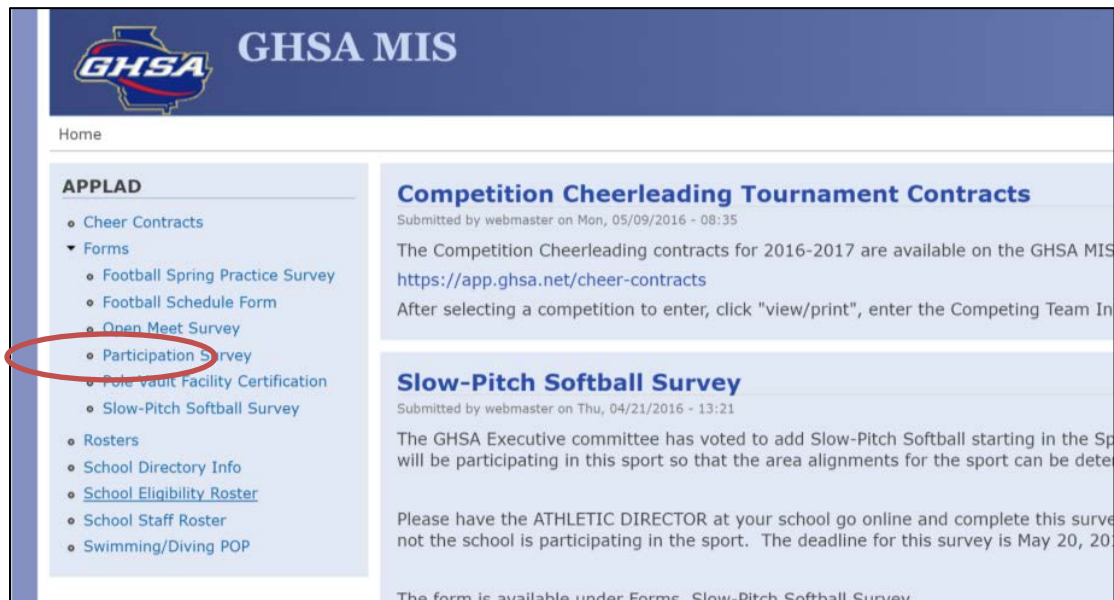
A new eligibility roster for each school will be created prior to each season (school year) – split into two (2) semesters. Starting during the summer preceding the beginning of the school year, student eligibility data (name, DOB, units, etc.) can be entered or uploaded into the system for the upcoming 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:

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:

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 * All Activities ▼ Schedule * 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
Doe	John		01/01/1998	08/01/2013	2.5	5.0	Ineligible - Academic 17 units required after year 3	🗑
Burns	Frank		03/01/1997	08/01/2012	3.0	19	Ineligible - Over Age	🗑
Pierce	Hawkeye		05/02/1999	08/15/2014	2.0	12.0	Ineligible - Academic 2.5 units previous semester required	🗑
Potter	James	T	11/01/2000	08/10/2016			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
Doe	John		01/01/1998	08/01/2013	2.5	5.0	Ineligible - Academic 17 units required after year 3	🗑
Burns	Frank		03/01/1997	08/01/2012	3.0	19	Ineligible - Over Age	🗑
Pierce	Hawkeye		05/02/1999	08/15/2014	2.5	12.0	Eligible	🗑
Potter	James	T	11/01/2000	08/10/2016			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

| 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	
Burns, Frank	HS	ALL	03/01/1997	08/01/2012	Non-Transfer Units: 3 Total: 19 Status: Ineligible - Over Age/Pending		Pending	edit activities	delete
Doe, John	HS	ALL	01/01/1998	08/01/2013	Non-Transfer Units: 2.5 Total: 5 Status: Ineligible - Academic/Pending		Pending	edit activities	delete
Pierce, Hawkeye	HS	ALL	05/02/1999	08/15/2014	Non-Transfer Units: 2.5 Total: 12 Status: Eligible/Pending		Pending	edit activities	delete
Potter, James T	HS	ALL	11/01/2000	08/10/2016	Non-Transfer Units: 0 Total: 0 Status: Eligible/Pending		Pending	edit activities	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

| 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	
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 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)		Active	edit activities	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 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)		Active	edit activities	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:

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:

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

In accordance with GHSA By-Law 2.34, units do not have to be submitted for students whose eligibility has not changed from the first semester of a school year to the second semester. If a student was declared eligible in the first semester, the student remains eligible in the second semester, unless the student failed to earn the required number of units in the first semester (2.5) to continue eligibility or some other event occurred that has rendered the student ineligible. However, if a student was declared ineligible in the first semester and has earned enough units to become eligible, for example, the student units can be uploaded or entered allowing the system to reevaluate the student's eligibility for the second semester. 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.

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.

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.

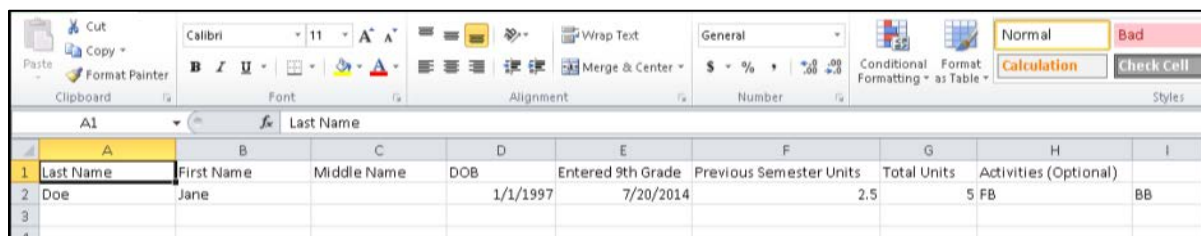| Name	Grade	Activities	Date of Birth	Date Entered 8th or 9th Grade	Fall 2016	Spring 2017	Status	Operations	
Burns, Frank	HS	ALL	03/01/1997	08/01/2012	Non-Transfer Units: 3 Total: 19 Status: Ineligible - Over Age (6/10/16 6:54pm)	Non-Transfer Units: 2.5 Total: 17 Status: Ineligible - Over Age/Pending	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:

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-Wresting
- Multiple activity codes may be specified by using additional columns

Semester *
- Select -

Grade *
- Select -

Schedule *
- Select -

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

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

Upload Roster

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

Next, choose the spread sheet 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	Belia		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	Belle		ALL	12/17/1999	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

Submit for Approval   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	

Submit for Approval   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:

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

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.

The transfer application form should appear:

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.

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:

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:

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 Eligibilty 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 Eligibilty 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 Eligibilty 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

Hardship Applications

A student that has been declared ineligible may be able gain eligibility if the student can show that a hardship existed that was beyond the control of the school, student, and his/her parents. (See GHSA Constitution & By-Laws, Article IV, Section 5, Hardship, Items #B and #B-4.) In order apply for eligibility by declaring a hardship, the school must submit a hardship application with supporting documentation. To begin the submission, click the following links:

The hardship form is a multi-step form that begins with the students name, dates, and academic info:

Please note that you must indicate here which hardship waivers you are requesting. Click the next button to continue to the next segment.

If the Migratory option was chosen, the Transfer Student form is displayed next. (This form will not appear for Academic hardships.)

Submit Hardship Application - Brandon Hall

Return to Roster

School: Brandon Hall   Student: Doe, Jane

Transfer Student Information

Date of Student Transfer *   Transfer Type   ☐ Approved Foreign Exchange   Exchange Program
02/01/2017   ○ In-state Transfer
                                  ○ Out-of-state Transfer

Begin Date	End Date		Grade(s)	School Name	School Address (City, State)
09/01/2015	12/05/2016	Present ☐	9	Best School	Nowhere, USA
mm/dd/yyyy	mm/dd/yyyy	Present ☐			
mm/dd/yyyy	mm/dd/yyyy	Present ☐			
mm/dd/yyyy	mm/dd/yyyy	Present ☐			
mm/dd/yyyy	mm/dd/yyyy	Present ☐			
mm/dd/yyyy	mm/dd/yyyy	Present ☐			

Beginning and Ending Dates for all schools attended beginning with 9th grade up to the present.

General Transfer Information

Present Home Address - Street *   City, State *   County *
123 Main Street   Anytown, USA   MyCounty

Service Area for Present Home Address *
Home Service

Lives With - Names *   Relationship *
Ted and Alice   Parents

Previous Home Address - Street *   City, State *   County *
987 First Street   Anywhere, USA   TheirCounty

Service Area for Previous Home Address *
Prev Service

Persons Student Lived with at Previous Address - Names *   Relationship *
Ted and Alice   Parents

Is the custodial parent a certified teacher, counselor or administrator at the receiving school (Grades 9-12)? *
No ∨

Was the student suspended or expelled (or facing such penalties) at the former school? *
No ∨

If Yes, Why?

Does the student qualify for a waiver due to a joint custody or a custody change? *
No ∨
(If Yes, upload court documents below, including judge's signature.)

Family and Residential Information (Complete only if a bona fide move is claimed)

CURRENT RESIDENCE

Is the current residence being:
Purchased ∨

Do you claim multiple residences? No ∨ If Yes, do you claim a Homestead Exemption on this residence? ∨

PREVIOUS RESIDENCE

Have you relinquished your previous residence?
Yes ∨

If Yes, how was it relinquished?
Sold Residence or Have a Contract for Sale ∨

If Leased/Rented, is the residence being leased/rented to a family member?
No ∨

If Yes, please list that individual and relationship

VERIFICATION OF THE BONA FIDE MOVE

Conducted a site visit ☑   If So, who made the visit? AD

Received documentation via utility bill, post office documentation, driver's license, etc. ☐   If So, what document?

Additional Info

Additional Comments

[<< Previous] [Next >>]

Once this form is completed, click Next to continue.

The document upload segment is presented next:

On this segment, you must indicate the documents that will be uploaded in support of the application. Check all that apply – Transcript is required for academic hardships, Statement from Previous School is required for Migrants, Statement from Current School is required for any hardship. Documents may be combined into one file, or may be uploaded as separate files. Select the file to be uploaded using the Browse… button and click the Add Attachment button to upload each file.

Make sure that all applicable documents have been uploaded – if documents are missing the application will not be processed and you will have to resubmit and new application. Note: It is not necessary to upload a Form A or Form B – the data from these forms is available in the application.

The final segment allows the application to be submitted:

If you leave the application at any point before submission, the application will remain on your roster as Incomplete – the application can be resumed by clicking on the Hardship Application link:

After submission, the hardship application must be approved by the school principal. Once the application is approved, it will be processed by the GHSA Office – you will be notify when a decision is made.