Academic All-America Checklist

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

CHECKLIST BEFORE SUBMITTING AN ONLINE APPLICATION

Click here for official rules to make sure you are eligible to apply.

____ 1. Obtain a signed Transcript from the school registrar which includes grades for all classes taken for 7 semesters/11 trimesters. Note if the transcript is not updated at the end of the first semester/second trimester of the senior year you may use a 6-semester transcript with a 7th semester report card/10th & 11th trimester report for the senior year. The registrar will need to handwrite in the GPA if a cumulative GPA does not appear on the report card and sign the document with a date. School seal must be affixed to the transcript or to the online application printout (signature page). If the seal is embossed, you will need to use a pencil to darken the seal, so it is visible.

   a.   Be sure to inform your guidance department exactly what you need to meet the application requirements.

____2. Select the Option that you will use for your GPA.
Option 1 is the NISCA GPA and must be calculated on the transcript. This GPA is not found on the transcript and requires you to follow a mathematical process that you write on the transcript. This option is used if the school does not calculate GPA's or does not weigh advanced, honors, AP etc. courses. The instructions are listed in the Rules, Regulations and Procedures.   DO NOT create your own spreadsheet to calculate the GPA.
Option 2 is the school's GPA taken from the official transcript and should be highlighted.

Click here for examples. Note you may not find an example that exactly fits your school.

____3. Calculations for Option 1 are done by hand on the transcript. DO NOT create your own spreadsheet. Highlight the GPA on the transcript for both Option 1 and Option 2.

____4. Enter the application online. The online Portal is found on the NISCA website at www.niscaonline.org under the Awards Program and Academic All America. The portal opens on January 1 and closes on June 15 at 11:59 PM eastern time. Pay any fees required using PayPal at the time you submit your application online. If you must pay fees via check, the contact information for the treasurer is listed at the bottom of this page.

Non-member fees are $40 per application. Late fee which applies to member and nonmember coaches for not meeting the submission deadline and/or the completion deadline is $30 per application.

You will need the following information to complete the online application. Membership number if a member coach, athlete name, home address, phone number, a non-school email for the athlete or parent/guardian, GPA weighted or unweighted, school grade scale. A nonmember coach will need the same information but will be sent to PayPal to make a nonmember fee payment. Credit card payments are via PayPal only. The coach's information includes NISCA number, home phone/cell number and non-school email address. School city, state, phone number.

_____5. Save the application signature page at Step 6 to a jpeg or PDF. Click the PRINT button to print your application in Step 6. Next click the "I have printed my application" button so the SUBMIT button will appear and click it. When you click the SUBMIT button your application will go into the system. This will generate the VERIFICATION OF INFORMATION email. If you do receive this email you have missed "I have printed my application button" and did not submit your application. You will need to RE-SUBMIT your application.

_____6. Once you have the required signatures (parent, athlete, coach, principal or AD, registrar or counselor) scan the copy along with the 7 semester/11 trimester transcript and report card if needed, and Upload to: be.niscaonline.org/academics/documentUpload.aspx   Please Upload your documents into two files: SA and TR. Documents may be uploaded together but must be uploaded to both radio buttons. NOTE: Be sure that you inform your guidance department exactly what you need to meet the requirements of the award. When you UPLOAD you will receive a green light when your documents have been UPLOADED and a message that your Upload was successful. No green light and note of success the Upload has failed.

_____7. A Late Fee of $30 will be charged for any application that does not meet the **completion deadline** for your season (signed signature page, transcript, report card if needed, school seal, fees paid via PayPal or check to NISCA) uploaded to: be.niscaonline.org/academics/documentUpload.aspx by the deadline of March 31 for fall/winter season or June 15 late applications. Spring applications must have all materials uploaded by the deadline of June 15. If you UPLOAD your documents after the June 15 deadline you will be charged the late fee. This is only available for a few days after the deadline.

_____8. Do not mail or email your documents to the All-America Chair.

_____9. Having difficulty with uploading your documents:

If you receive the message that the athlete ID# is not in the system, contact the All-America Chair for the correct number. If you do not receive the VERIFICATION OF INFORMATION email you have not submitted your application. You will need to RE-SUBMIT the application. Be sure to do ALL parts of STEP 6.

School computers may not allow you to upload documents to our server. Use a non-school computer if this is an issue. Contact your tech department if you have problems with the upload.

If you need further assistance, contact the All-America chair at aaacademics@niscaonline.org   You will receive help as soon as possible.

☐ Contact the treasurer at treasurer@niscaonline.org to make payments via a check
Checks are to be mailed to: Kris Jones
                                            NISCA Treasurer
                                            10214 Trading Post Drive
                                             Houston TX 77064

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