September 9, 2020

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Eric G. Mackey
State Superintendent of Education

RE: Entering Grades for Home Schooled Students in INOW

The process for evaluating records of home schooled students participating in athletics has been updated. The steps listed below MUST be followed for the new Dragonfly Program to determine eligibility for these students.

1. When enrolling the student, please BE SURE to place a check mark in the ATHLETE box and in the NON-TRADITIONAL SCHOOL box and select HOME SCHOOLED. These are both under the CUSTOM TAB and the blue bar labeled PERSONAL.

2. Since the student must be enrolled in two courses from the public school, the public school will post the grades for these two courses to the transcript. This will establish the transcript term for the student with the appropriate beginning and ending dates.

3. Since the ATHLETE box is checked, the student's information will automatically populate when your data is replicated and added to the file that is sent to Dragonfly to establish eligibility.

Thank you in advance for your assistance in working with us to ensure that all students in Alabama will have the opportunity to participate in an athletic program.

EGM/MPM/LM

cc: Dr. Daniel Boyd
    Dr. Elisabeth Davis
    Mr. Sean J. Stevens
    Dr. Monica P. Mack

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