



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



Eric G. Mackey, Ed.D.
State Superintendent of Education

Alabama
State Board
of Education


September 9, 2020

Governor Kay Ivey
President

MEMORANDUM

Jackie Zeigler
District I
Vice President

TO: City and County Superintendents of Education

FROM: Eric G. Mackey 
State Superintendent of Education

Tracie West
District II

RE: Entering Grades for Home Schooled Students in INOW

Stephanie Bell
District III

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.

Yvette M. Richardson, Ed.D.
District IV
President Pro Tem

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**.

Tommie T. Stewart, Ph.D.
District V

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.

Cynthia McCarty, Ph.D.
District VI

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.

Jeff Newman
District VII

Wayne Reynolds, Ed.D.
District VIII

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

Eric G. Mackey, Ed.D.
Secretary and
Executive Officer

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

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