

EL4 FORM SUBMITTAL PROCESS

The process for submitting the EL4 Form for Youth Exchange, Other International and Immigrant students is completed using the FHSAAHome.org platform. The following will provide you with a guide to this process.

The online web form is completed and submitted via the FHSAAHome.org platform. The EL4 Form **must** be completed on the FHSAAHome.org platform and the supplemental information **must** be attached to the EL4 Form on the FHSAAHome.org platform. This will allow for larger documents being sent that were sometimes prohibited by school servers, as well as act as file storage for these documents.

Prior to submitting the new EL4 Form, with the supplemental information attached, it is important that you collect all of the necessary information to complete the form, as well as make sure that you have properly scanned all of the supplemental information to be attached. **You should scan these documents first** and then complete the EL4 Form.

The documents that you are going to need to scan are:

- Proof of age (i.e. **in order of preference**; a black and white **copy of U.S. Visa** or a black & white copy of Passport or a translated copy of birth certificate – **ONLY ONE OF THESE IS NECESSARY**)
- Appropriate Homeland Security documents (i.e. **page 1 only** of the I-20 A-B Form for F-1 Visa students or **page 1 only** of the DS-2019 Form for J-1 Visa students or the I-94 Form for Other International Students or an appropriate approved I-797 Form for immigrant students – **ONLY ONE OF THESE IS NECESSARY**)
- Original language transcripts from all schools the student has attended **since entering the 8th grade/year (this is based on the compulsory education requirements of the country the student was previously attending school and IS NOT compared to the U.S. educational system)**
- The **COMPUTER** generated **Int'l Transcript-GPA Calculator Form**, which is to be completed by the school with the assistance of the student and/or other appropriate individuals (i.e. guidance counselor, school registrar, other school staff member, parent or host parent, etc.). This document will serve as the translated transcript, as well as a GPA calculator. **Only list courses for 9th grade and higher.** This form should be sent separately (it is an Excel spreadsheet)

HOW TO SCAN THE SUPPLEMENTAL INFORMATION

The supplemental information that must be attached with the EL4 Form should be scanned using the following procedure (check with your school's technology specialist as he/she may be able to assist you with this process):

- Set the scanner to scan as a **PDF only (do not use other file formats**, such as, BMP, JPG, JPEG, GIF, PNG, TIF and TIFF are usually used for photographs and generally take up more space)
- Set the scanner to scan in **black & white only** (gray scale and color take up more space)
- Scan all documents as a single document – this can be accomplished by using a scanner with a document feeder or “daisy chain” the scanned documents (most flatbed scanners will ask you if you wish to scan another document after each document you scan, by indicating “yes”, this is “daisy chaining”, the net result is a single document)
- Scan documents in the following order for new foreign students
 1. Proof of age (i.e. in order of preference; black and white copy of U.S. Visa, black & white copy of Passport or a translated copy of birth certificate – **ONLY ONE OF THESE IS NECESSARY**)
 2. **Page 1 only** of the I-20 A-B Form for F-1 Visa students or **page 1 only** of the DS-2019 Form for J-1 Visa students or the I-94 Form for Other International Students or an appropriate approved I-797 Form for immigrant students – **ONLY ONE OF THESE IS NECESSARY**

3. Original language transcripts from all schools the student has attended since entering the 8th grade/year

- Scan documents in the following order for returning, previously approved students
 1. **Page 1 only** of the I-20 A-B Form for F-1 Visa students or **page 1 only** of the DS-2019 Form for J-1 Visa students or the I-94 Form for Other International Students – **ONLY ONE OF THESE IS NECESSARY**
 2. Official school/athletic transcript (or the Int'l Transcript-GPA Calculator Form can be sent separately as an Excel spreadsheet) which, **must include all grades the student earned since entering the 9th grade/year for the first time**

Save the scanned document as a minimum size PDF with a title that includes the name of the school and the name of the student (i.e. FHSAA High School - Doe, John)

HOW TO LOCATE AND OPEN THE FORM ON FHSAAHome.org (see FIGURE 1 below)

1. Log on to your Home Campus account
2. Choose the menu option “FHSAA Forms”
3. Choose “Eligibility & Compliance” from the pop up menu
4. Choose red box “Eligibility Appeals” from the page that opens
5. The next page that opens title “Eligibility Appeals” is the location where all previously sent documents will reside. To open a new form select “Add New” in the upper left corner
6. When the list of available forms appears, select “EL4 – Registration Form for Youth Exchange, Other International or Immigrant Student”.

COMPLETING THE EL4 FORM (web form)

The new EL4 Form on Home Campus is a web form. The user will need to complete information in fields that will appear on the form. As the user inputs information some additional fields may appear, while others may disappear, depending on the information previously input. The user should continue inputting information as prompted. At some point the user will be asked to upload the necessary documents. What is uploaded is dependent on the type student being submitted (new student or returning, previously approved student). The user will have the opportunity to either “Save” the form or “Submit” the form. The user should only use the “Save” option if they need to save the document to obtain additional information. **NOTE: a saved form will not be evaluated by the FHSAA staff, to be evaluated by staff the user MUST “Submit” the form.**

EVALUATION OF THE FORM

Once the form has been submitted. FHSAA staff will begin the evaluation process and will communicate with the school through the Home Campus platform requests for additional information or a ruling on the student. Any subsequent submittal of missing documents will also be done through the Home Campus platform. To obtain any additional information requested or to see the ruling, please follow steps 1 – 4 above. Once the user arrives at the “Eligibility Appeals” page, there will be a list of all forms previously sent to the association. Locate the student in question and select the file folder in the “Details” column. The resulting page will show a message as to what may be needed as additional information or a ruling will be provided. To provide additional requested information, the information must be saved on the user’s computer, then using the bottom of the screen, provide a title for the document requested (must be different than that of any previously sent file, the user then locates the file on their computer and then uploads the document. **See FIGURE 2 below.**

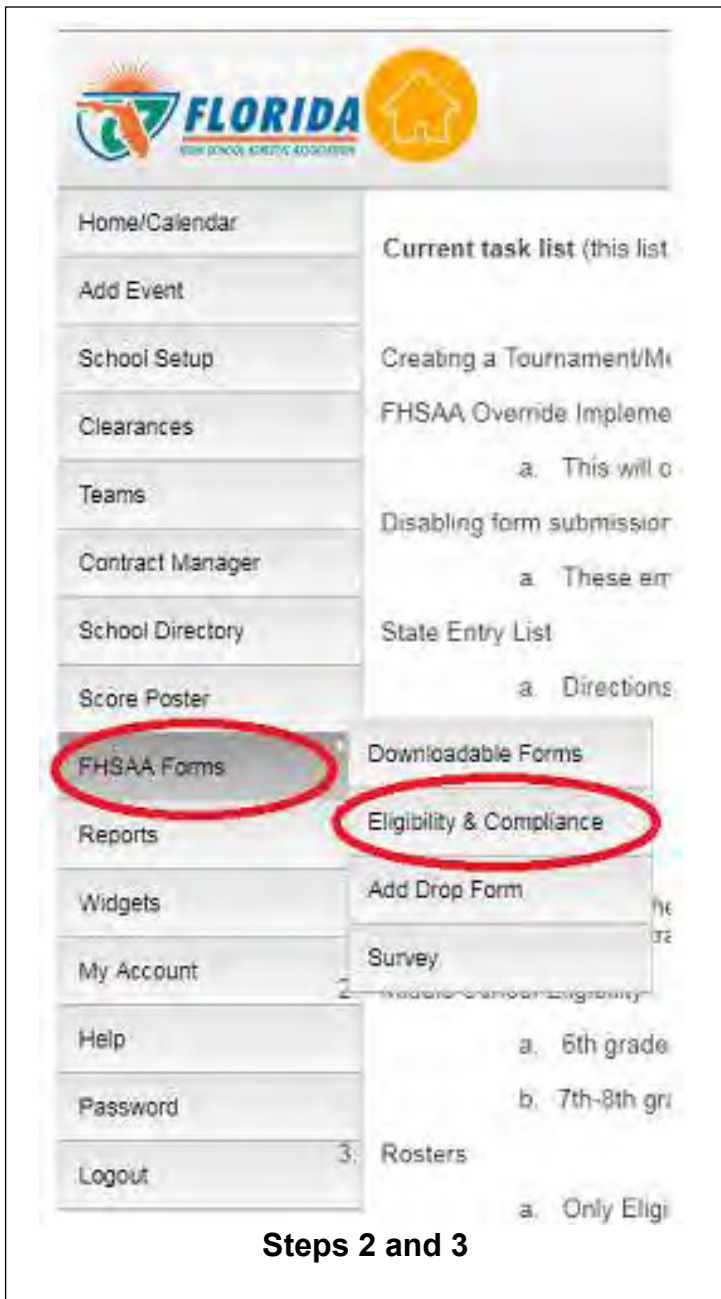
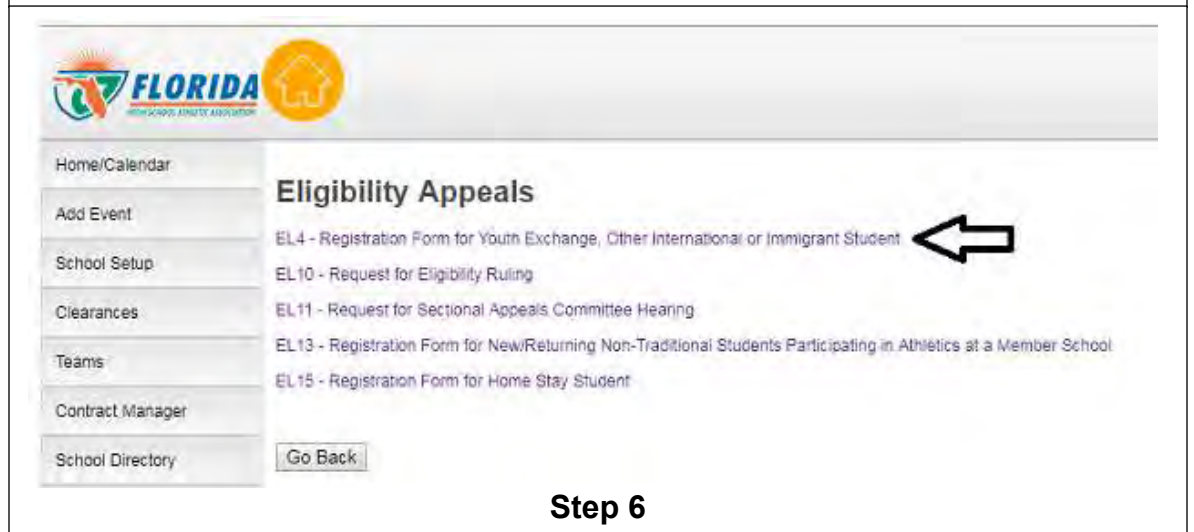
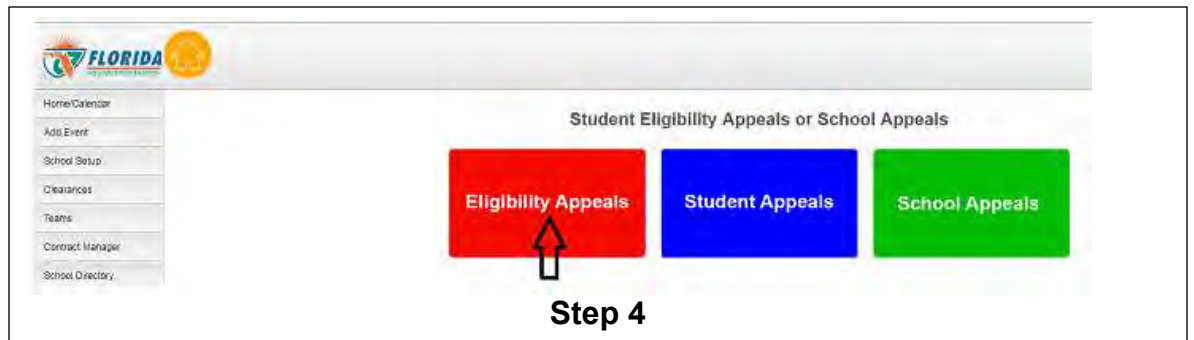




FIGURE 1



Home icon Demo

Eligibility Appeals

 [Add New](#)

Student	Type	Status	Appeal Options?	
Ben Pham	EL4	Info Needed		

Home icon Demo User (Athletic Director)
School: Demo
Section: Section 1
Year: 2017-18

EL4 - Request for Eligibility Ruling - (Ben Pham) (Demo)

[View Form](#)


Case Status

Description	Status
Form submitted by Client school	Completed
Eligibility Request Decision	Info needed

Notes & Decision Date

Notes: Missing the signed I-20 Form and the Int'l Transcript-GPA Calculator Form is incomplete.
Decision Date: 09/18/2017

Message

From	To	Message	Date	Reply
Florida Home Administrator (Mike Cobry)	Demo	Ben Pham is missing the signed I-20 Form and the Int'l Transcript-GPA Calculator Form is incomplete	09-16-2017 at 07:59 AM	

Files







Title	Date Submitted	<input type="text" value="Title"/> <input type="text" value="File"/>	<input type="button" value="Choose File"/>	<input type="button" value="No file chosen"/>	<input type="button" value="Upload File"/>	<input type="button" value="Download"/>	<input type="button" value="Delete"/>
I-20 A-B, DS-2019, I-94 Form, or Other Immigration Documents	09/18/2017						
An official school transcript of the Int'l Transcript-GPA Calculator Form (Grades 9 - 12 only)	09/18/2017						

FIGURE 2