

## **\*\*\*REQUIREMENTS FOR ON-LINE SUBMISSIONS\*\*\***

### **Registration Form**

- 1) Each Program should use it's county or city designation (e.g. Wake or Raleigh) when registering rather than a mascot name (e.g. Eagles).
- 2) Use a separate form for each sport (e.g. baseball, basketball). Boys and girls teams and different age divisions within the same sport may go on the same form (e.g. Middle School Boys, Varsity Girls). But, boys and girls soccer would go on different forms since they play in different seasons.
- 3) If the form is submitted on-line or by e-mail, the submission constitutes a signature. If it is mailed, it must be signed and typed out. No hand written forms are accepted.

### **Roster Form**

- 1) Each Program should use it's county or city designation (e.g. Wake or Raleigh) when registering rather than a mascot name (e.g. Eagles).
- 2) Be sure to fill in all columns on each player.
- 3) Last name must be spelled as it is on the DNPE Registration Record.
- 4) School name must be spelled as it is on the DNPE Registration Record. (If the DNPE Registration Record includes abbreviations, periods, hyphens or other forms of punctuation, it must be entered as it appears.)
- 5) The names of both parents should be entered unless you have a copy of your original Notice of Intent and know for sure who is listed as the chief administrator.
- 6) If the school is not found after doing the above steps, then be sure that the family mailing address was updated with DNPE following any change of address since the NOI was submitted. (Also, you may verify the spelling of names or the school at: <https://www.dnpesys.nc.gov/NPEPublic/Default.aspx>).
- 7) If the form is submitted on-line or by e-mail, the submission constitutes a signature. If it is mailed, it must be signed and typed out. No hand written forms are accepted.