

# TOP 10 plays to ensure your TOPS ELIGIBILITY next Summer!

## Avoid game PENALTIES!

Follow the **PLAY BOOK**  
to avoid delays in your eligibility:

- 1** Make sure that your name is the same on all documents (school records, ACT test registrations, FAFSA, college applications, etc.). Pick a name and stick with it. Spelling, spacing, punctuation and abbreviation matter!
- 2** Include the ACT TOPS code of 1595 and/or the SAT TOPS code of 9019 on all ACT/SAT test registrations.
- 3** List the same date of birth and home street address on all forms, documents, applications, etc.
- 4** If you are a public school student, make certain that TOPS has a consent form signed by a parent allowing LOSFA to access your grade data.
- 5** Make sure that you are taking the correct required 19 units that comprise the TOPS Core Curriculum.
- 6** Be aware that your TOPS eligibility is based on your TOPS Core GPA...not your overall cumulative GPA and that TOPS does not round GPA's.
- 7** Make sure that your FAFSA application is signed by both the student and a parent before submission and that the Email address on your FAFSA is the address to which you want your TOPS eligibility or ineligibility notices sent.
- 8** Make certain that your Social Security number is the same on both your high school transcript and the FAFSA.
- 9** Create a Louisiana Award System account after May 1 of your senior year to track initial TOPS eligibility and your continuation eligibility throughout your postsecondary education.
- 10** If you take a dual enrollment class using TOPS Tech Early Start, the name you use to register for the course is the name your Louisiana Award System account will be created under. Also, grades earned in dual enrollment courses for college credit become part of your cumulative college GPA.

**GAME ON. LET'S DO THIS!**

