

Uploading Transcripts to the High School Portal

NCAA Eligibility Center

Log In and Search Student Details

After logging in, click on the “Student Reports” tab, then on the “Search Student Details” tab.

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Welcome to the NCAA Eligibility Center High School Portal

Graduation List Report

Search Student Details

Fee Waiver Report

Announcements

03-Apr-14

NCAA Division II Initial-Eligibility Requirements Are Changing in 2018

NCAA Division II initial-eligibility requirements will be changing in 2018. This [Division II Quick Reference Guide](#) gives the initial-eligibility process. These new rules will pertain to the freshman class enrolling in your high school this fall.

16-Mar-14

Follow Us on Twitter

The NCAA Eligibility Center would like to invite you to follow us on Twitter (@NCAA_EC). Twitter is also a great place to di by using social media.

- Interested in sending transcripts electronically to the NCAA Eligibility Center? [Click here](#) to start the registration for this free service.
- Please [Click here](#) to subscribe to the NCAA Eligibility Center Newsletter.

Select the population of students for whom you wish to upload transcripts. You may search by graduation year(s) or by currently enrolled students.
Note: If a student has not registered with the NCAA Eligibility Center, you will not be able to submit a transcript for that student.

Version

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Search Registered Students from my High School

You may search registered students individually or by graduation year. Simply input your search criteria and click "Go Search". You must select one or more graduation years to perform this search.

Fields marked with "*" are required fields.

This student search function will display the names of all students who reported having attended your high school. Though they may not be currently enrolled at your school, please note that an official transcript is required from all high schools a student has attended.

To select multiple Graduation Years, you need to hold down the control key (Ctrl) for each selected item after the first one.

Graduation Year:*

2012 ▲
2013 ☰
2014
2015 ▼

NCAA ID:

First Name:

City:

Country:

All ▼

Sort By:

Last Name ▼

Select currently enrolled students only

☐ Click Here

Date of Birth:


Last Name:

State:

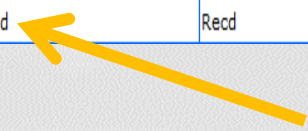
All ▼

Selecting a Student

Select the student for whom you wish to upload the transcript by clicking on the radio button next to the student's name.



	NCAA ID	Last Name	First Name	Graduation Year	All HS Trans Recd	Test Score Recd	Fee Issue	Final Trans/ POG Recd
<input type="radio"/>	4567890123	Speedy	Shawn	2015	Not Recd	Recd	No	Not Recd
<input type="radio"/>	3456789012	Gogetter	Gina	2015	Not Recd	Recd	No	Not Recd
<input type="radio"/>	2345678901	Racer	Roberta	2015	Not Recd	Recd	No	Not Recd
<input type="radio"/>	1234567890	Shinsplints	Sam	2015	Recd	Recd	No	Not Recd



Note that the transcript for Sam Shinsplints has already been received. Also note that the “All HS Trans Recd” column reflects transcripts needed for ALL high schools a student may have attended. The column will show “Recd” only if all transcripts for the student have been received. You can check this by clicking on the student's ID number, which will show how many schools the student attended (as indicated by the student at the time of registration).

CHECK BEFORE UPLOADING!

Your school's transcript may already be on file. The student may be missing a transcript from another school.

Viewing High Schools

In this example, Roberta Racer attended three different high schools. Only one transcript is on file for Roberta. When all three schools' transcripts are received, the "All HS Trans Recd" column will show "Recd."

Roberta Racer

Student High School Transcript Information			
HS Code	HS Name	Current HS	HS Trans. Recd. Date
450450	Copper Hills High School		
350158	Bismarck High School		06-May-14
240055	Jefferson Senior High School	Y	

The Upload Process

To upload, simply click the “Browse” button and find the student’s transcript on your computer. Then click the “Upload” button.

Do not submit any other kind of documentation: transcripts only.

Transcript Upload – In order to upload a student transcript, please select the student by clicking the radio button next to the NCAA ID, select the transcript from your desktop, and then click on the *Upload button*. If successful, a confirmation message will appear. **Only Official Transcripts** should be uploaded. Do not upload any other type of document here. This will create delays in processing.

Browse...

Upload

Reset

Only .pdf file types can be uploaded - other file types are not allowed at this time. In addition, the file must be 5MB in size or smaller.

Other Helpful Notes

- If the upload was successful, you will see:
 - “Transcript has been successfully uploaded.”
- If you have more transcripts to upload, simply click the radio button next to the student’s name and follow the same process as many times as necessary.
- The upload will not be immediately reflected in the “All HS Trans Recd” column. It may take up to 30 minutes.
 - Remember that the column will only show “Recd” if all transcripts from all schools the student attended are on file.