



Transcript Information

Transcript Information Requirements

For a transcript to be accepted as an official document, it must include the following information:

- Ninth grade start date (month/day/year).
- Course titles and grades awarded.
- Units of credit for each course.
- Grading scale required if numeric scale is used. If so, alpha letter equivalent necessary.
 - *Example:* 100-90 = A; 89-80 = B; 79-70 = C; 69-60 = D; 59 – 0 = F)
- Handwritten signature** of the home school administrator.
- The academic year in which the course was taken (e.g., ninth grade or freshman year 2017-18).
- Graduation date (month/day/year).
- Full name and complete home address of student.

Keep in mind!

If **any** of the above information is missing, the transcript will be deemed **unofficial**.

Core-course Crediting

All core courses must show units of credit (or semester or annual grades) on the home school transcript. Course credits will be acceptable in the following increments: .25, .50, .75, 1.0 or .34 or .67.

Note: No course shall receive more than 1.0 unit of credit.

Dual-enrollment Coursework Crediting

If a college-bound student-athlete completed dual-enrollment coursework (college/university), it must be on the home school transcript with a grade and high school equivalent credit awarded. The home school evaluator will award credit as follows:

	Full Year	Semester	Trimester	Quarter
Credit Awarded	1.0	0.5	0.34	0.25

Note: No course shall receive more than 1.0 unit of credit.



The above dual-enrollment course credit will apply unless other credit is awarded by the home school administrator on the home school transcript. The home school administrator will determine the amount of credit to be awarded for the completion of a dual-enrollment course.

Grading Scale Examples

The following examples provide two variations of how the grading scales may be presented, and the information required.

Keep in mind! All provided grading scales must be submitted on a 100-point range.

Example A:

- A = numerical value (e.g., A = 100 – 90)
- B = numerical value (e.g., B = 89 – 98)
- C = numerical value
- D = numerical value
- F = numerical value

Example B:

Letter	Value Range	
A	100	90
B	89	80
C	79	70
D	69	60
F	59	0

Note: If courses are awarded pass/fail, the “pass” grades will be awarded a letter grade of D.

Weighted Scales

A weighted scale shall not receive greater or lesser quality points. The NCAA Eligibility Center’s policy does not permit using a weighted scale for home school coursework in an academic certification.

Submitting Student Records

Best Practice: Upload via High School Portal

An approved home school umbrella program with access to the High School Portal can upload transcripts. Uploading is the preferred method of submitting transcripts, and best practice, as uploaded documents are immediately attached to the student’s NCAA Eligibility Center account. (Documents emailed or sent via U.S. mail require additional processing time.)

An approved home school umbrella program can upload home school transcripts directly through the [High School Portal](#).



Note: Only home school administrators or home school umbrella programs can submit student documentation. Student-submitted documentation will not be accepted.

- For more information on uploading documents within the High School Portal, view the video “[How to Upload Transcripts](#),” or the document titled “[How to Upload Transcripts Printable Tutorial](#),” located in the Transcript Information area of the High School Portal.

Other Options

If not uploaded through the [High School Portal](#), umbrella program transcripts are also accepted:

- If sent via standard mail to one of following addresses:

Mailing Address:
NCAA Eligibility Center
P.O. Box 6222
Indianapolis, IN 46202-6222

Overnight/Express Mailing Address:
NCAA Eligibility Center
Home School Evaluation
1802 Alonzo Watford Sr. Drive
Indianapolis, IN 46202

- If sent via email to ec-processing@ncaa.org.

Keep in mind!

Please be sure to include the college-bound student-athlete’s NCAA ID number with all submitted student records, regardless of the method of submission.

Note: Only home school administrators or home school umbrella programs can submit student documentation. Student-submitted documentation will not be accepted.

Reminder: The NCAA Eligibility Center will evaluate home school coursework only after all required documents have been received and an evaluation has been requested by an NCAA school. Please see the Home School Checklist within the [Home School Toolkit](#) for a list of other documentation required.

Home School Transcript Example

STUDENT INFORMATION	SCHOOL INFORMATION
NAME: Rosie Runner ADDRESS: 1600 One Mile Trail Speedway, Indiana 46111 PHONE: 333-123-4567 EMAIL: fast_runner@email.com GENDER: Female DATE OF BIRTH: October 20, 2000 9TH GRADE START DATE: month/day/year GRADE DATE: month/day/year PARENTS: Randall and Ruby Runner	NAME: Runner Academy ADDRESS: 1600 One Mile Trail Speedway, Indiana 46111 PHONE: 333-123-4567 EMAIL: runner_academy@email.com

ACADEMIC RECORD

GRADE/YEAR	COURSE	GRADE	CREDIT
8 th 2013-14	Algebra I	A	1.0

9 th 2014-15	Geometry	A	1.0
	English 9	A	1.0
	Geography	A	1.0
	Physical Science	A	1.0
	Spanish I *	B	1.0
	Strength Training I	A	1.0
	Health	A	1.0

10 th 2015-16	Algebra II	A	1.0
	English 10	A	1.0
	World History	A	1.0
	Biology with Lab	A	1.0
	Spanish II *	B	1.0
	Strength Training II	A	1.0
	Music Appreciation	A	1.0
	Critical Thinking	B	1.0

11 th 2016-17	Pre-Calculus	B	1.0
	English II	B	1.0
	Composition I **	B	1.0
	American History	A	1.0
	Chemistry	A	1.0
	Spanish III *	A	1.0
	Government	B	1.0

12 th 2017-18	English 12	A	1.0
	Composition II **	B	1.0
	Physics	A	1.0
	Western Civilization	B	1.0
	College Spanish **	B	1.0
	Economics	A	1.0
	Strength Training III	A	1.0

Notes

* Course completed at XYZ Virtual School.

** Dual enrollment at Marathon College (Indianapolis, IN)

Grading Scale

A = 100-90

B = 89-80

C = 79-70

D = 69-60

F = 59-0

Academic Summary

Cumulative GPA: 3.666

Credits Earned: 30

Diploma Earned:

Expected Graduation Date:
mm/dd/yyyy

Home School Administrator: Harry Home Administrator Date: mm/dd/yyyy _____
 (Handwritten signature—digital signature not accepted)

HIGHLIGHTED ITEMS ARE REQUIRED. WITHOUT THESE ITEMS THE TRANSCRIPT WILL BE DECLARED UNOFFICIAL.