

Check on Receipt of a Transcript

Once you have sent six-semester and final transcripts for your students, you can easily check on the receipt of the transcripts quickly and easily online. First, it is important to account for the time needed for the mail to arrive in Indianapolis.

Then, go to the High School Portal at www.eligibilitycenter.org. Click on “Enter Here” for high school administrators and log in to the system using your school’s six-digit CEEB code and five-digit numerical PIN.

Click on the “**Student Reports**” tab and then “**Search Student Details**” to query students. You can search for students by graduation year, name and date of birth. The report will let you know whether a transcript or test score is on file for the student(s) in question.

| NCAA ID | Last Name | First Name | Graduation Year | All HS Trans Recd | Test Score Recd | Fee Issue | Final Trans/ POG Recd |
|------------|-----------|------------|-----------------|-------------------|-----------------|-----------|-----------------------|
| 1010277048 | Shortstop | Jose | 2012 | Not Recd | Recd | No | Recd |

By clicking on the student’s NCAA ID number, you can view each school that the student has submitted a transcript for and which ones are missing.

Jose Shortstop - 1010277048

| Student High School Transcript Information | | | |
|--|-------------------------------|------------|----------------------|
| HS Code | HS Name | Current HS | HS Trans. Recd. Date |
| 140944 | Perspectives Calumet Hs Tech | | 12-Dec-11 |
| 141022 | Perspectives Charter-Joslin | | 18-Mar-12 |
| 888889 | Ncaa Ec District Template | | 16-May-13 |
| 140708 | Perspectives Leadership Acdmy | | 15-Feb-12 |
| 230815 | De Tour High School | | 28-Jan-11 |
| 777777 | Universal School- Domestic | | 09-Dec-11 |
| 200970 | Windham High School | | 16-Dec-12 |
| 888888 | Universal School | Y | |

A reminder on where to send transcripts:

Mailing Address:

NCAA Eligibility Center
 Certification Processing
 P.O. Box 7136
 Indianapolis, Indiana 46207-7136

Shipping/Overnight Address:

NCAA Eligibility Center
 1802 Alonzo Watford Sr. Drive
 Indianapolis, Indiana 46202