

High Schools

How to Upload Transcripts

Log in to your school's account on the [High School Portal](#) and click the Student Reports tab. Then select the Search Student Details tab.



Search for students by graduation year, NCAA ID, date of birth, name, city, state, country or currently enrolled students only. Find all current and former registered students by using graduation year only.

Note: If a student has not registered with the Eligibility Center, you will not be able to upload a transcript for that student.

The screenshot shows the search form for registered students. It includes a title bar, instructions, and various input fields. The 'Graduation Year' field is a multi-select dropdown with options 2024, 2025, 2026, and 2027. The 'Date of Birth' field is a date picker. The 'State' field is a dropdown menu. The 'Sort By' field is a dropdown menu with 'Last Name' selected. A blue 'Go Search' button is at the bottom left.

The screenshot shows a table of registered students. The table has the following columns: NCAA ID, Last Name, First Name, Graduation Year, Fee Waiver, Your HS Trans Recd, All HS Trans Recd, Score Recd, and Final Trans/POG Recd. The first student has a radio button selected next to their NCAA ID (2309123948). The 'Your HS Trans Recd' and 'All HS Trans Recd' columns for this student are circled in orange.

NCAA ID	Last Name	First Name	Graduation Year	Fee Waiver	Your HS Trans Recd	All HS Trans Recd	Score Recd	Final Trans/POG Recd
<input checked="" type="radio"/> 2309123948	USER 1	TEST 1	2024		Recd	Not Recd	Not Recd	Not Recd
<input type="radio"/> 2312176119	USER 2	TEST 2	2024		Not Recd	Not Recd	Not Recd	Not Recd

Click the radio button to the left of the student's NCAA ID to select the appropriate student.

Check before uploading! The "All HS Trans Recd" column reflects transcripts needed for all schools a student may have attended. If the "Your HS Trans Recd" column shows "Recd", but the "All HS Trans Recd" column shows "Not Recd," your school's transcript may already be on file. The student may be missing a transcript from another school. To learn more, click the student's NCAA ID, which shows all schools the student attended (indicated by the student during registration).



Example: In the example below, the student attended two different high schools; however, only one transcript from Universal School is one file. When all transcripts are received, the “HS Trans Recd Date” will be populated for Dream City Christian School.

Student High School Transcript Information			
HS Code	HS Name	Current HS	HS Trans. Recd. Date
030134	Dream City Christian School	Y	
888888	Universal School		03-Oct-23

With the appropriate radio button selected, click the Choose File button, and select the student’s transcript on your computer. Once complete, click Upload.

**Do not upload any other kind of documentation—transcripts only.
Do not upload password-protected transcripts.**

Registered Students from my High School Report

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Search:

NCAA ID	Last Name	First Name	Graduation Year	Fee Issue	Your HS Trans Recd	All HS Trans Recd	Test Score Recd	Final Trans/POG Recd
<input checked="" type="radio"/> 2309123948	USER 1	TEST 1	2024		Recd	Not Recd	Not Recd	Not Recd
<input type="radio"/> 2312176119	USER 2	TEST 2	2024		Not Recd	Not Recd	Not Recd	Not Recd
<input type="radio"/> 2302777244	USER 3	TEST 3	2024		Recd	Recd	Not Recd	Not Recd
<input type="radio"/> 2304831999	USER 4	TEST 4	2024		Not Recd	Not Recd	Not Recd	Not Recd
<input type="radio"/> 231172334	USER 5	TEST 5	2024		Not Recd	Not Recd	Not Recd	Not Recd

Directions to upload official transcripts: Select a 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 to the student's account.

PLEASE **DO NOT** UPLOAD ANY OTHER TYPE OF DOCUMENT HERE. This will create delays in processing your document. * If a student has an assigned task and you need to provide documentation other than an official transcript, please provide requested information to ec-processing@naaa.org with the student's name and ID included.

No file chosen

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.
For additional tips and information regarding the transcript upload feature, please [click here](#)

If the upload was successful, you will see “Transcript has been successfully uploaded.” If you have more transcripts to upload, click the radio button to the left of the next student’s NCAA ID and follow the same process as many times as necessary.

HELPFUL NOTES

- » *Uploading an official transcript for another high school?* Call the Eligibility Center’s high school support line at 877-622-2321, Monday-Friday 8:30 a.m. to 5 p.m. Eastern time to have the transcript recoded to the correct high school.
- » Each upload will not immediately be reflected in the “Your HS Trans Recd” column. This may take up to 30 minutes.
- » Transcripts are required from each school students attend. If a student is no longer enrolled at your school, upload a transcript for the time in which they were enrolled.
- » If a previously uploaded transcript included “In Progress” coursework, you may receive communication from the Eligibility Center requesting that an up-to-date transcript be uploaded. If you’re uploading transcripts that include “In Progress” coursework, please upload an updated transcript once those courses are completed.
 - You may receive an email request from the Eligibility Center requesting an updated transcript. These requests will include additional information as to why an updated transcript is being requested.

Example: The previously uploaded transcript did not include grade 11/semester 2 coursework.