



# THE NAIA ELIGIBILITY CENTER

## HIGH SCHOOL TRANSCRIPT SUBMISSION FORM

This form should be completed by a high school official and included with the student's most recent official transcript.

### STUDENT INFORMATION

Student Name: \_\_\_\_\_

NAIA Eligibility Center ID #: \_\_\_\_\_

School: \_\_\_\_\_

Specify Transcript Type:  High School  Home School  GED  Prep School

Is this student currently enrolled at the school listed above?  Yes  No

### HIGH SCHOOL INFORMATION

Does your school transcript list more than one GPA?  Yes  No

If yes, specify which GPA is used for final class rank: \_\_\_\_\_

If your school does not rank students, specify which GPA is used to select valedictorian: \_\_\_\_\_

Please provide the following information regarding your GPA scale:

GPA scale used: \_\_\_\_\_

Student's 4.0 scale GPA: \_\_\_\_\_

Please specify your school's grading range that is equal to:

A = \_\_\_\_\_

B = \_\_\_\_\_

C = \_\_\_\_\_

D = \_\_\_\_\_

F = \_\_\_\_\_

Please sign below to verify that the above information was completed by a school official and is accurate.

\_\_\_\_\_  
School Official Name (please print)

\_\_\_\_\_  
School Official Title

\_\_\_\_\_  
School Official (signature)

\_\_\_\_\_  
Date

# TRANSCRIPT SUBMISSION INSTRUCTIONS FOR HIGH SCHOOLS

The student listed on the Transcript Submission Form is registering with the NAIA Eligibility Center. Please include the completed submission form when sending the student's most recent official transcript to the NAIA Eligibility Center. PLEASE DO NOT INCLUDE THIS INSTRUCTION PAGE WHEN SENDING TRANSCRIPTS.

## **Official Transcript Guidelines**

For students entering their first year of college (either first or second semester) the NAIA Eligibility Center requires an official, final\* high school transcript with confirmation of graduation, final grade point average and final class rank.

Transcripts must be sent directly from the school to the NAIA Eligibility Center. Documents received from the student will not be accepted. Faxed or emailed transcripts are not accepted. To be considered official, transcripts must be:

- Stamped with the official school seal and/or signature, and
- sent in an official school envelope, marked over the seal with a school stamp or signature that shows a school official was the last person to handle the document.

Students should be registered with the NAIA Eligibility Center before official records are sent.

## **\* Transcripts for Early Determinations**

U.S. students who have completed their junior year of high school may obtain an eligibility determination before graduating from high school if they meet all the following requirements:

- will enroll at an NAIA institution immediately after high school graduation
- have at least a 3.0 GPA on a 4.0 scale
- have met minimum test score requirement (18 ACT or 860 SAT)

In-progress transcripts including grades through the student's junior year are accepted for students these students. Final transcripts are not required for students who receive early determinations.

## **Sending Transcripts**

For high school students, if final class rank is not part of the official transcript, the high school can send an additional letter on official school letterhead to confirm whether or not the student has graduated in the top half of the graduating class.

- Hard copy transcripts should be mailed to:  
**NAIA Eligibility Center - Transcripts**  
**P.O. Box 15340**  
**Kansas City, MO 64106**
- Home-School Transcripts. For states that issue a Home School Certificate (or equivalent), an official certificate from that state is required (CA, NJ, and PA). For home-schooled students in all other states, a home-school transcript is required.
- GED. Earning a GED is recognized as satisfying the grade point average equivalent. An official, GEC certificate must be sent in place of a high school transcript. GED certificates must be sent directly from the state to the NAIA Eligibility Center. Those received from the student will not be accepted. Faxed certificates are not accepted.
- Electronic Transcripts. Transcripts can be sent electronically using one of the following services: ConnectEdu, Docufide by Parchment, e-Script Safe and the National Transcript Center. Follow the instructions from the respective service and be sure to select the NAIA Eligibility Center as a designated recipient.