

TRANSCRIPT SUBMISSION FORM

This form should be completed by a 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 College Home School GED

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 Name (please print)

Date

Transcript Submission Instructions

DO NOT SEND WITH TRANSCRIPTS

Transcript Submission Instructions

For students entering their first year of college (either first or second semester) the NAIA Eligibility Center requires an official, final high school transcript that includes confirmation of graduation, final grade point average and final class rank. If class rank is not part of the official transcript, the high school can send an additional letter on official school letterhead confirming graduation in the top half of the class. It is REQUIRED that all class rank letters be signed by the school *Principal or Headmaster*. Letters signed by any other person will be considered “not official” and will not be accepted.

Transcripts must be sent directly from the school to the NAIA Eligibility Center. Those received from the student will not be accepted. **Faxed transcripts are not accepted.**

Hard copy transcripts (regular mail) should be sent to:

**NAIA Eligibility Center — Transcripts
P.O. Box 15340
Kansas City, MO 64106 U.S.A.**

If you want to use FedEx, you must use the NAIA street address:

**NAIA Eligibility Center – Transcripts
1200 Grand Blvd.
Kansas City, MO 64106 U.S.A.**

Electronic Transcripts: Follow the transcript submission process associated with the respective service used by your school. The NAIA Eligibility Center can receive official transcripts electronically from the following services:

- **Parchment** - *When sending transcripts through this service, select Academic Destinations > Missouri > NAIA Eligibility Center. This is the only way to ensure the transcript will reach the Eligibility Center.*
- **ConnectEdu**
- **National Transcript Center**
- **National Student Clearinghouse**
- **e-Script Safe**
- **Credentials' Transcript Network** - *When sending transcripts through this service, select Special Purpose Recipient > National Association of Intercollegiate Athletics (NAIA). This is the only way to ensure the transcript will reach the Eligibility Center.*

Home-School Transcripts: A final home-school transcript must be sent to the NAIA Eligibility Center, but GPA is not used to determine eligibility.

GED: Earning a GED is recognized as satisfying the grade point average equivalent. An official, GED 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.