

Eligibility Center Transcripts

Students who are hoping to play Division I or II sports in college must register on the NCAA website. When they register the school is responsible for uploading their transcripts to the NCAA Website. These are instructions on how to upload the transcripts in the portal:

NCAA [Website](#)

You will Click to log in as a High School

The password is in the password log. Follow the instructions in the CCIC handbook.

How to retrieve a transcript

1. Obtain access from Jen Lomax
2. File
3. TShared File
4. eTranscript File
5. Find Student name and Student ID number
6. Pull up transcript