

Sending Your Transcript to the NCAA

To send a transcript to the NCAA:

1. The student must first register with the NCAA and then request the transcript on the NCAA website.
2. The students must also request the transcript on Naviance
3. The Guidance Secretary will see an eDocs alert on the Naviance **Home** page alerting them of the transcript request. The NCAA will automatically appear as a school on the student's application list within Naviance.