NCAA Transcript Requests

For Schools using eDocs

2013-2014
Flow Chart for NCAA Requests

NCAA
- Student registers with NCAA
- Task is added (request transcript)

Parchment
- Student provides identifying info
- Student confirms their HS and submits request

Succeed
- Counselor sees document request
- Counselor fulfills request – transcript is sent to NCAA
1. Go to NCAA Eligibility Center
2. Log in to Account
3. Go to My Planner
4. Check Task List
6. Task Details

Below is a list of tasks you need to complete. Once you have completed a task, click the link to indicate that you have done so.

- Official transcript needed
  - Oct 7, 2011

The NCAA Eligibility Center must receive a complete official transcript.
Task Details (continued)

Official transcript needed
Task created on October 7, 2011.

The NCAA Eligibility Center must receive a complete official transcript directly from your high school before your certification can be reviewed. Please click here to submit a request to Fairfield College Preparatory. THIS TASK WILL BE AUTOMATICALLY MARKED AS "COMPLETE" WHEN AN OFFICIAL TRANSCRIPT IS RECEIVED.
7. Parchment landing page

Students must create an account, which will save time if they have future requests.
8. Fill in personal info

Only first name, last name, gender, and date of birth are required. Everything else is optional.
Personal info (continued)

Personal Information
Verify and complete the information below to continue.

* Email Address: edocs-SH12@naviance.com
* First Name: Twelve
Middle Name:
* Last Name: Hallenbeck12
Suffix:
* Gender: Male
* Date of Birth: Oct 20 1993
SSN (last 4 digits):
Country: United States
Address:
City:
State/Province: State/Province
Postal Code:

CONTINUE ➔
9. School info

Students do not have to check this box, but doing so will make it easier for the NCAA to request final transcripts.
10. Confirmation for student

**Confirmation for Twelve Hallenbeck12**

Parchment has delivered the transcript request to the following schools:
- Big Dipper