

Receiving High School Transcripts

North Central State College cannot accept high school transcripts or any other proof of high school equivalent completion directly from students. There are specific standards of how to submit this documentation and specific explanation of what documents we need based on the type of high school equivalency a student might have (see below).

High School Transcripts: We accept directly from the high school (not accepted from the student) including signature certifying completion and graduation date. Sent to us through SendSafely, Parchment, National Student Clearinghouse, or via postal mail sealed by the school.

Homeschool: Students need to have whomever certified their competency for graduation to create a transcript that shows the name of the collaborative or homeschooled information, courses taken, grades, dates taken, overall GPA, total credits earned, date graduated, and signature of the individual certifying completion. We also need the official Letter of Excuse issued by the district superintendent for the student's final year of home education. Sent via SendSafely or postal mail.

GED: Proof can be obtained through Diplomasender.com. The GED will need to be sent directly to studentrecords@ncstatecollege.edu or via mail from Diploma Sender (not accepted from the student). We will need the score report transcript. The diploma will not serve as the needed proof.

Adult High School Diploma – with a Certificate in a Field: We need the transcript from the school directly with notation of graduation date along with workkeys and the certificate they completed through the program. This can be sent via SendSafely or postal mail directly from the school.

Adult 22+ Through Pioneer – Finishing High School: We need the 22+ certificate of completion and the high school diploma from the high school. This can be sent via SendSafely or postal mail directly from the school.

To use the SendSafely option, your high school administrator can click on “Document Uploads” from the menu tab on www.ncstatecollege.edu and then on the next page choose the Student Records Office tile. If you have any questions on how to submit your documents to the Student Records Office, please contact the office at studentrecords@ncstatecollege.edu

The image shows a screenshot of the North Central State College website. On the left, a dark navigation menu is open, with a yellow arrow pointing to the 'DOCUMENT UPLOADS' option. The menu includes options like MYNC, CANVAS, REQUEST TRANSCRIPT, CATALOG, DIRECTORY, CALENDAR, CHILD DEVELOPMENT CENTER, FOUNDATION AND ALUMNI, FACULTY AND STAFF, PASSWORD SERVICES, and RENTALS. On the right, the 'Secure Document Uploads' page is displayed. It features a header with the title 'Secure Document Uploads' and a sub-header 'Secure uploads can be directed to the following offices.' Below this, there are three tiles: 'Business Office (Cashier)', 'College Credit Plus', and 'Financial Aid Office'. At the bottom, there are two more tiles: 'Human Resources' and 'Student Records Office', with a yellow arrow pointing to the 'Student Records Office' tile. A 'RENTALS' button is visible in the top right corner of the page.