



AT-A-GLANCE

# Solutions for West Virginia Public School Districts

The **National Transcript Center** is a secure national service that improves the efficiency, reliability, cost and security of sending and receiving student records and transcripts. NTC member institutions log in to a user-friendly, browser-based application to *send, receive, manage, track, and import* their electronic records and transcripts. NTC currently has seven statewide contracts with PK-12 state education agencies: California, Colorado, Connecticut, Texas, Virginia, West Virginia, and Wyoming.

## NTC Membership Provided by the Statewide Contract (FREE):

- ▶ [NTC Membership](#) is provided to public PK-12 districts in West Virginia free of charge through a contract between the West Virginia Department of Education and NTC. District staff can use NTC's simple, secure web interface to send electronic student transcripts to in-state public colleges and universities free of charge. Any number of attachments (such as letters of recommendation, art portfolios, etc.) can be attached to transcripts. Users can also request a record or transcript from any of over 100,000 schools of all types and levels across the country and receive an unlimited number of records/transcripts electronically from other NTC members – all completely free. Inbound records/transcripts may be downloaded as data or PDFs.

*Pricing: Free.*

## NTC National Option™:

- ▶ [NTC National Option™](#) is an optional add-on service to the base NTC membership provided by the statewide contract through WVDE. Districts that sign up for National Option may use the same system to send to a much broader list of recipients:
  - In-state public colleges and universities (provided at no cost as above)
  - Any private college or university in the country
  - Any private PK-12 school in West Virginia
  - Any public or private PK-12 school in the country (outside West Virginia)
  - Armed Forces
  - NCAA
  - Any recipient with an email address (e.g., employers, scholarship providers, students, international schools)

Transcripts you send are translated into the recipient's preferred data format and delivered electronically – or, if the recipient isn't prepared to receive electronic transcripts, printed on secure transcript paper and mailed. Either way, it's the same simple process for you.

*Pricing: Transcripts sent to in-state public colleges and universities are free. Others are \$5 per record/transcript sent. No set-up or annual fee. Free to request and receive transcripts.*