

Electronic Transcripts

Please note that DESE does not accept pdf files or links to pdf files. However, we are currently working with [National Student Clearinghouse \(NSC\)](#) to retrieve electronic transcripts from a dedicated file. If your college or university is affiliated with that organization, you can request and submit electronic transcripts via NSC's Electronic Transcript Exchange (ETX).

Once you have accessed the [NSC](#) website, please ensure that you select "**Education Organization**" when asked "*Who are you sending your transcript to?*" then choose "*Missouri Department of Elementary and Secondary Education*" (from the drop-down menu) as the receiving organization, finally, under "*Department*" choose "*Educator Certification*."

Alternately, if the electronic transcript option ([NSC](#)) is not available to you, please note that we require official (paper) transcripts (no photocopies, faxes, pdf files, or internet-generated printouts) before we can process your certification requests.