

## Electronic High School Transcripts

The Transcript Manager allows public high school students in North Carolina to electronically request their official high school transcript, submit their transcript to a NC college or university, and track the status of their application on CFNC.org.

A **CFNC Account** is required to complete college applications online. Choose **Create My CFNC Account**, located at the top of each page on **CFNC.org** and follow the three easy steps to create an account.

**Please keep your account name and password private.**

CFNC Account Name: \_\_\_\_\_

CFNC Password: \_\_\_\_\_

## There are two ways to submit a transcript online to a North Carolina College or University:

### 1. Submit your transcript when applying online:

- Start and complete an Application by following the steps in the [Apply Online to College](#) document.
- Select [Submit Your Completed Application](#) and qualify to submit a transcript.
- On the submittal screen, check [Click here if you would like to request your high school transcript be sent electronically to this college/university.](#)

### 2. Submit your transcript from the Transcript Manager:

- Go to [CFNC.org](#).
- Sign in with your CFNC account.
- Choose [Apply](#).
- Choose [To College](#).
- Choose [Transcript Manager](#).
- Enter all necessary information in Your Profile and qualify to submit transcripts electronically.
- Select the [Go to Transcript Manager](#) button.
- Select a college from the list and click [Send My Transcript](#). Track the status of transcript requests from this screen.

**ALAMANCE COMMUNITY COLLEGE  
APPLICATION SUBMITTAL**

You are about to submit your application electronically to Alamance Community College.

-No Payment Necessary-

Click here if you would like to request your high school transcript be sent electronically to this college/university.

I certify to the best of my knowledge that the information given is true and complete. I understand that if found to be otherwise, it may be cause for delay or denial of admission, loss of credit, or dismissal. I therefore consent to the release of transcript(s) to Alamance Community College.

Please enter your name below as you would sign an official signature.

Signature: \_\_\_\_\_

My CFNC Plan **Apply**

To College | For Financial Aid

Friday, July 02, 2010

### Transcript Manager for Katie Test

**THESE ARE THE COLLEGE/SUNIVERSITIES TO WHICH YOU MAY SEND YOUR TRANSCRIPT:**

Select one from the list and click [\[Send My Transcript\]](#)

Alamance Community College  
Appalachian State University  
Asheville-Buncombe Technical Community College  
Barton College  
Beaufort County Community College

**Please Note:**

- Pop-up blockers must be turned off for this feature to run properly. Please disable pop-up blockers from your internet browser's tool bar before requesting an electronic transcript.
- A successfully requested transcript should be received by the college within 2-3 business days.

**TRANSCRIPT REQUEST STATUS:**

ID	Transcript Type	Campus Name	Status	Date Requested	Progress
1109283	Current (In Progress) Transcript	Alamance Community College	Cancelled	11/13/2009 8:55:00 AM ET	Requested Record Will Not Be Sent. Cannot Upload the Record.

### I need to have these items when I start my application:

- First and Last name (use the name that appears on your report card, or check with your high school counselor)
- NCWISE Student ID - This can also be found on your report card.
- Current High School (High School at the time of graduation)
- Date of Birth
- E-mail Address
- Gender