

# CFNC Transcript Manager Spring 2009

Students can send transcripts electronically via CFNC.org through an exclusive agreement with the North Carolina Department of Public Instruction and the North Carolina Window of Information for Student Education (NCWISE). Students can send **official** high school transcripts (current and final) from all schools participating in NCWISE. To see a complete list of NCWISE schools, go to

[http://www1.cfnc.org/ExternalScripts/My\\_CFNC/transcripts.asp](http://www1.cfnc.org/ExternalScripts/My_CFNC/transcripts.asp)

and click on the link “participating public high school.”

Official electronic high school transcripts can be requested by the student in one of two ways:

1. After submitting an online application to any of the 110 colleges or universities in North Carolina, or
2. Directly from CFNC.org’s Transcript Manager. All 110 institutions in North Carolina accept the electronic high school transcript in addition to the application for admission from CFNC.org.

In order to send electronic transcripts via CFNC.org, the student must meet the following criteria:

- Be currently enrolled or have graduated from a participating public high school in North Carolina (one that has converted from the SIMS system to NCWISE to manage student data).
  - Have correctly entered the following information in Student Planner and/or online admissions application:
    - First and Last Name
    - Date of Birth
    - Current High School
    - E-mail Address
    - NCWISE Student ID
    - Gender
- Students can track all electronic transcript activity within the CFNC Transcript Manager including the destination college(s), the date the transcript(s) was sent, and the status of the transcript(s).

Students can track all online applications and electronic high school transcript activity at CFNC.org through the Transcript Manager at [http://www1.cfnc.org/ExternalScripts/My\\_CFNC/transcripts.asp](http://www1.cfnc.org/ExternalScripts/My_CFNC/transcripts.asp).

High School counselors can also track the activity of their students’ online applications and electronic transcript activity in the new CFNC High School Counselor Module. This new module will allow 12th grade counselors the capability to view the status of each online application and electronic transcript their students have submitted via CFNC.org.

To access the new CFNC High School Counselor Module, request a High School Counselor Module (HSCM) account from CFNC by completing these simple steps:

1. Email [cfnc@northcarolina.edu](mailto:cfnc@northcarolina.edu) with “HSCM account” in the subject line.
2. Include the following information:
  - Your First and Last Name
  - Your Title
  - Grades Served
  - High School Name
  - High School Address (including county)
  - School Phone Number
  - Email Address

A HSCM packet will be emailed to you within three to five business days of your request. Included in the packet will be your username and password, account log-in procedures, along with a step-by-step instructional guide for viewing your student’s application and transcript status.

CFNC training workshops are currently being offered throughout the state. To obtain additional information on training dates and locations, please visit CFNC.org and click on Register for CFNC Events. HSCM training will be included in the Choices Planner and CFNC Update Workshops.