Sending Transcripts using CFNC
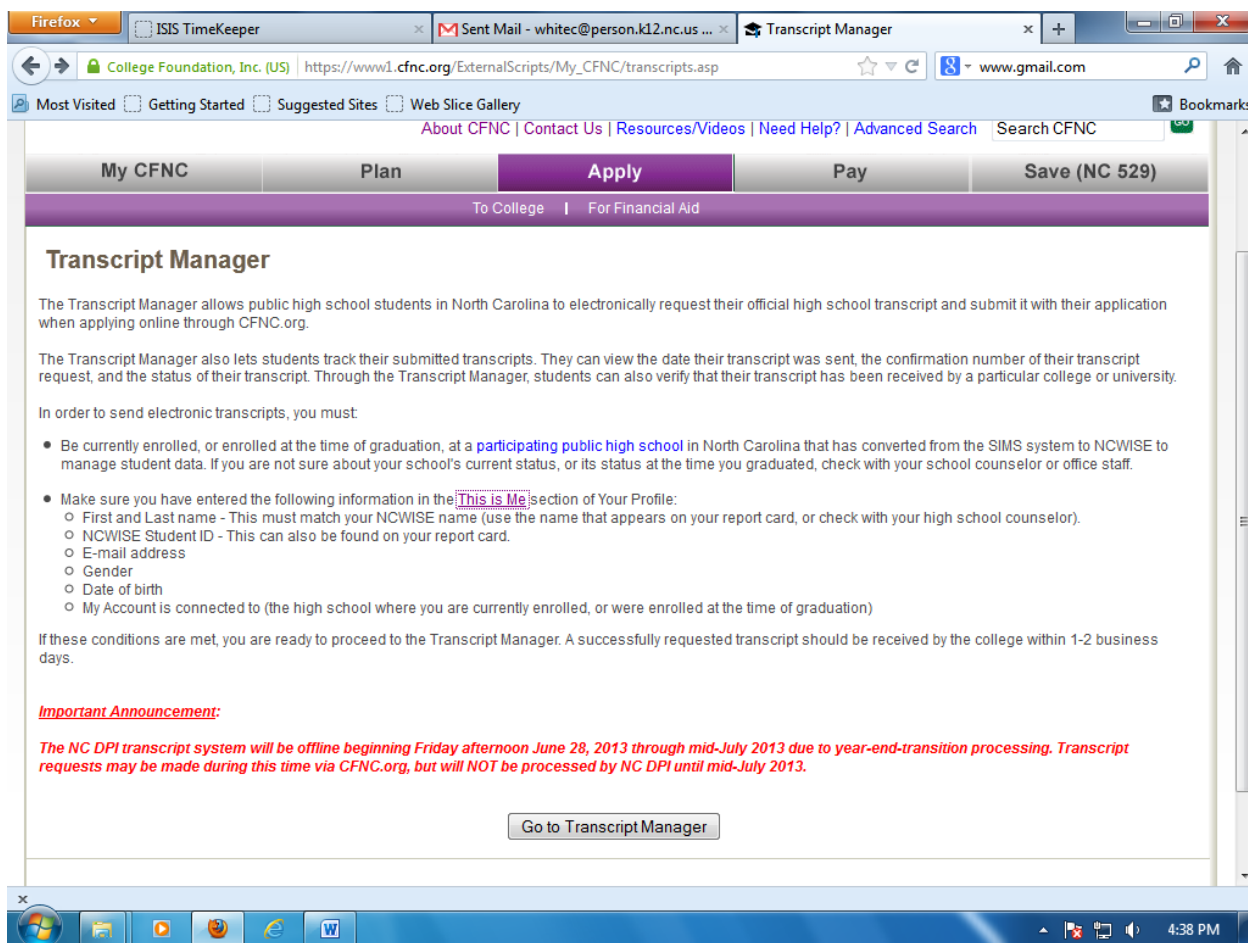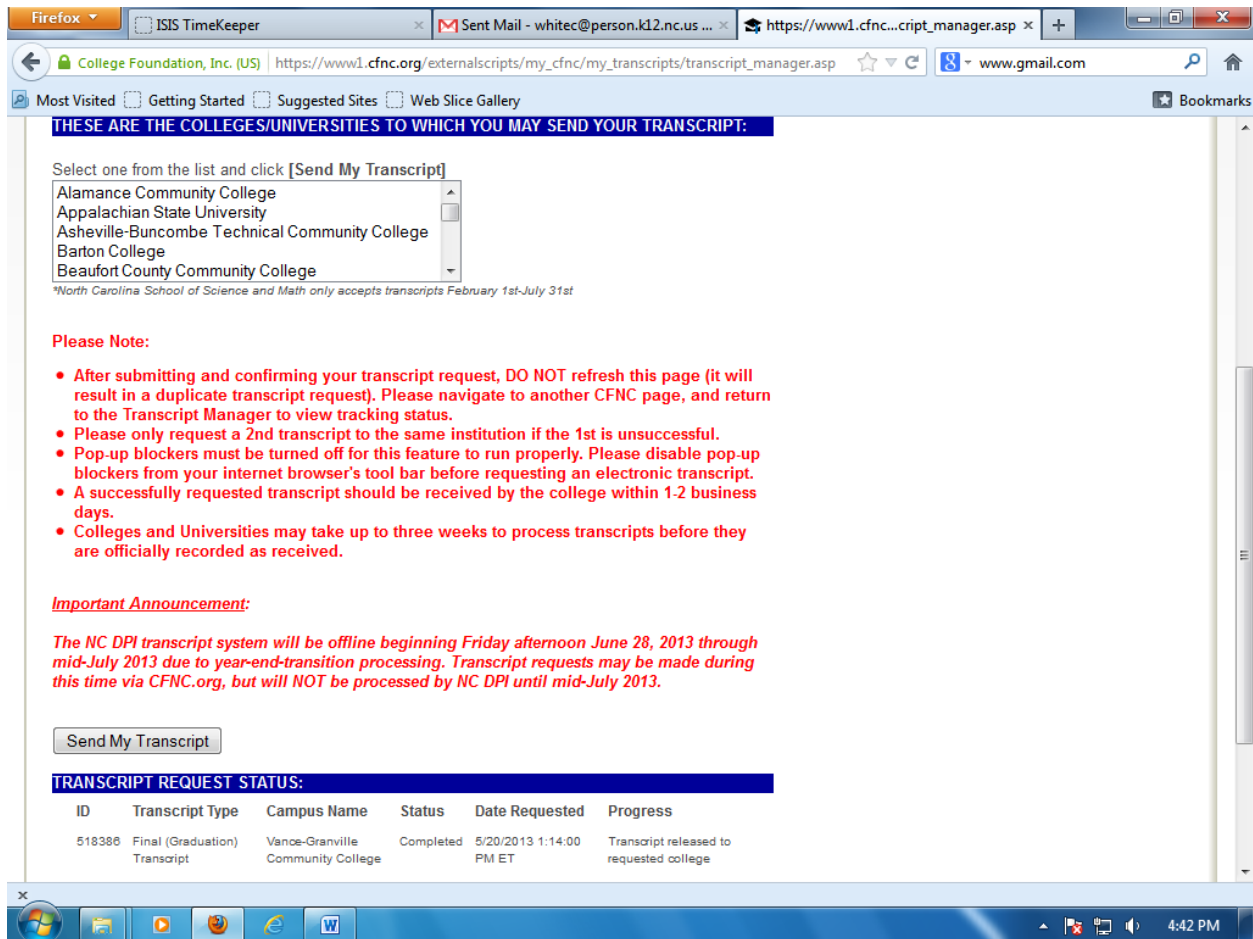
1) Go to CFNC.org.
2) Sign in to your account. Each PHS student has a CFNC account they used when registering for their 2014-15 courses. If you do not remember your password, click "Forgot my Account Name or Password," and they will send you your information.
3) Click on the "Apply" link in the middle of the bar at the top of the page.
4) Click on "Transcript Manager."
5) Click on the "This is Me" section. You will find it in the middle of the page, by the second bullet. Review your Profile. Make sure your NC WISE number (your lunch number) and all other requested information is showing on your Profile. Click the "Edit" button if you need to add any information. Once this information is current, return to the previous page (like the screen showing below).

6) Click "Go to Transcript Manager".
7) Scroll through the list of schools, and click each school you want to receive your transcript.

THESE ARE THE COLLEGES/UNIVERSITIES 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

*North Carolina School of Science and Math only accepts transcripts February 1st-July 31st

Please Note:

- After submitting and confirming your transcript request, DO NOT refresh this page (it will result in a duplicate transcript request). Please navigate to another CFNC page, and return to the Transcript Manager to view tracking status.
- Please only request a 2nd transcript to the same institution if the 1st is unsuccessful.
- 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 1-2 business days.
- Colleges and Universities may take up to three weeks to process transcripts before they are officially recorded as received.

Important Announcement:

The NC DPI transcript system will be offline beginning Friday afternoon June 28, 2013 through mid-July 2013 due to year-end-transition processing. Transcript requests may be made during this time via CFNC.org, but will NOT be processed by NC DPI until mid-July 2013.

[Send My Transcript]

TRANSCRIPT REQUEST STATUS:

ID	Transcript Type	Campus Name	Status	Date Requested	Progress
518386	Final (Graduation) Transcript	Vance-Granville Community College	Completed	5/20/2013 1:14:00 PM ET	Transcript released to requested college

8) Click "Send My Transcript" at the bottom left side of the page.
9) Monitor the status of each request in the section under the blue "Transcript Request Status" bar.

Person High School students applying to institutions of higher education in North Carolina are to submit their transcripts directly to the colleges, universities, and community colleges through CFNC. Final transcripts will automatically be sent to the institutions you applied to using CFNC.