

CFNC Information for School Websites or Announcements

Transcripts Made Easy!

Transcript Requests for All North Carolina Colleges, Universities or Community Colleges (Public or Private)

After Sept. 22, you can request a FREE electronic transcript to be sent to any NC public or private college, university or community college through CFNC.org. Go to www.CFNC.org to request your transcript or [click here \(LINK TO STUDENT INSTRUCTIONS PAGE BELOW\)](#) for more information. Transcripts requested through CFNC are sent within 1 hour to the institution that you request. You will need your NCWISE ID to request the transcript.

End of Year Final Transcript

If you request a transcript using CFNC at any time during the school year, your final transcript is also sent automatically to your college or university after graduation. You don't have to do anything to have your final transcript sent to any NC college or university!

Transcript Requests for Out-of-State Colleges or Universities

There are two options to request transcripts for any institution outside of North Carolina

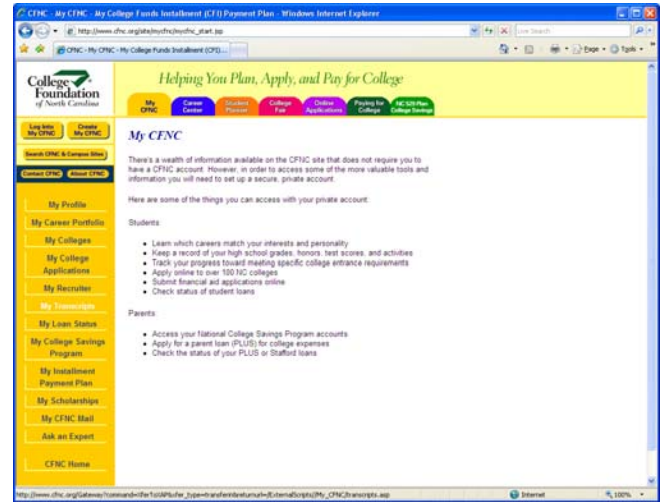
- 1) Go to www.Docufide.com to request and send your transcript. There is a \$5 processing fee for these transcript requests.
- 2) Complete [this form \(LINK TO TRANSCRIPT REQUEST FORM BELOW\)](#) and submit to your high school Registrar. There is no charge for the first three transcript requests, and each additional request will be \$3. Transcripts should be requested 5-7 days before they are to be mailed through US Mail.

If you have any questions, please see your high school Registrar or School Counselor.

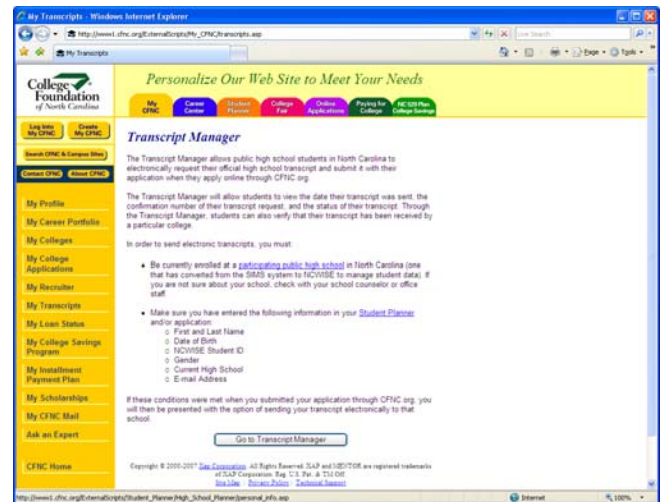
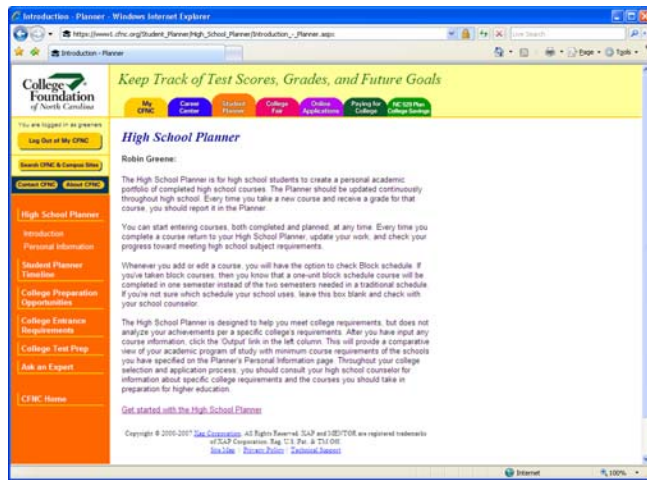
Student Instructions

Requesting an electronic HS transcript via CFNC.org's Transcript Manager.

1. Launch a web browser and go to www.cfnc.org.
2. Click on the "Student Planner" tab and then click on the High School Planner link and log in to your CFNC account using your CFNC username and password. If you do not have one, you will need to create one by clicking on the **New User** button.
3. Once logged in, click on the Get Started with High School Planner link.



This will take you to the Transcript Manager:



4. Verify that the following information in your Student Planner / Personal Information section is correct:
 - ❖ First and Last Name
 - ❖ Gender
 - ❖ Date of Birth
 - ❖ NCWise ID
 - ❖ E-mail Address (please note this email address – if the transcript cannot be delivered, an email will be sent to this email address)
 - ❖ 12th Grade High School

Make sure to click the SAVE button at the bottom of the screen if you make any changes in the High School Planner.

5. Click on the "My CFNC" tab and then click on the "My Transcripts" link:

6. Click on the **Go to Transcript Manager** button.
7. Select the college or university you wish to send an electronic transcript to from the select list.
8. Click on the **Send my Transcript** button. A transaction ID will be issued for each request for tracking purposes.
9. Go to the "My CFNC" tab, then click on My Transcripts to track the process of each transcript within the CFNC Transcript Manager.

If, for some reason, your transcript cannot be processed, you will see that it has been canceled and you will receive an email to the email account specified in the Student Planner. You can verify the information on the CFNC Student Planner / Personal Information section – make sure you entered your correct NCWISE ID, and your name as it appears in the NCWISE system.

Contact your high school counselor for assistance.



WAKE COUNTY PUBLIC SCHOOL SYSTEM

AUTHORIZATION FOR RELEASE OF RECORDS

I hereby authorize school officials to send official student records/transcript for the following student.

Name of School _____
Name of Student _____ Grade _____
Date of Birth _____ Age _____
Year of Graduation _____ Or Last Year of Attendance _____

SEND RECORD TO THE FOLLOWING SCHOOLS, AGENCIES OR INDIVIDUALS:

Table with 4 columns: Name, (Free)/*, Complete Address, Date Sent. Includes a note: Free copies are only for students currently enrolled in Wake County Schools.

Student Signature - 18 years or Older _____ Date _____ Parent Signature, required if student is not yet 18 years _____ Date _____

I hereby additionally authorize school officials to release any Psychological and/or Health data that may exist regarding the above named student.

Date _____ Signature of Parent, Guardian, or Student Over 18 _____