**If you are a currently enrolled student at A.L. Brown High School choose one of the options below:**

**1. Electronic Transcript Requests - In State - the College Foundation of North Carolina (CFNC)**This transcript can be sent electronically by the student to any college, university or community college in North Carolina via CFNC. This is free of charge. The final transcript is also sent automatically to your college or university after graduation (mid-year transcript not included). You will need your student ID # to request the transcript.
**2. Transcript Requests - Out of State, Scholarships, Other**
Please complete a **STUDENT REQUEST FOR TRANSCRIPT** form located in the Guidance Office and give to your assigned counselor.
Last Names : A - K Give completed requests to Mrs. Stodghill
Last Names: L - Z Give completed requests to Mr. Landis
Transcripts will be mailed from A.L. Brown High School within 5 school days from the date of requests.

*DIRECTIONS FOR SENDING YOUR TRANSCRIPT ELECTRONICALLY (CFNC)*

**All seniors can send their transcript electronically to a NC college using CFNC - even if you didn’t use CFNC to complete that college’s online application.** Transcripts can be requested 24 hours a day and are free of charge. Sending transcripts electronically will save both paper and postage – follow the steps below on how to do this:

1. Log into your CFNC account at **www.cfnc.org**
2. Click on the “**Apply**” tab *(purple)*
3. Click on “**Transcript Manager**” *(left side of page under* Apply to College*)*
4. Click on “**This is Me**” *(purple) -* make sure your information is complete
5. Click **EDIT** tab *(top right of* This Is ME *page)* - make sure your NCWise ID #/Student ID # is entered – these #’s are the same.
6. Click “**Go to Transcript Manager**” tab (*bottom of* TRANSCRIPT MANAGER *page).*
7. You will then have a box to choose from containing all of the NC two-year and four-year colleges. Click on the NC College that you want to send your transcript to and then scroll down and click on “**Send My Transcript**”. You will then get a pop-up box telling you that your request was successful. Transcripts must be sent one at a time to selected colleges.

**REMINDER!
Students MUST send SAT and ACT scores to colleges directly from** [**www.collegeboard.com**](http://www.collegeboard.com) **or** [**www.act.org**](http://www.act.org) **The A.L Brown Guidance Office is not responsible for sending test scores to colleges and universities*.***

***\*The “transcript request” date will be used to meet admission deadlines.***

*As examples, the following university admission offices have released statements related to the CFNC electronic transcript.*

***\*N.C. State University, Office of Undergraduate Admissions***

*“At NC State, we use the CFNC “transcript requested” date as the date for receipt of CFNC transcripts. Parents and students should be aware that it will take some time after our application materials before we can confirm through our systems that the materials have been received. NC State will contact the applicant as soon as possible if there are any missing application materials.*

***\*University of North Carolina at Chapel Hill, Office of Undergraduate Admissions,***

*"We use the postmark date for applications sent via mail (our system time-stamps any electronically submitted application) to determine the appropriate deadline for review. However, transcripts and recommendation letters may be submitted separately and after the application deadline. We strive to download all transcripts as soon as possible and no later than 1-2 days. As we prepare an individual application for review, and we find that we are missing a transcript or other items, we will communicate with the student through email and MyUNC.”*