HOW TO SEND AN ELECTRONIC TRANSCRIPT THROUGH CFNC

All ESHS students applying to <u>in-state</u> colleges should send their transcripts electronically through CFNC (College Foundation of North Carolina). Once you send your transcript electronically to a North Carolina college using CFNC, your *final* transcript will automatically be sent upon graduation.

Example: You apply to NC State in the fall and send your transcript electronically through CFNC at that time; therefore, your final transcript will automatically be sent to NC State once you graduate from high school.

Follow these directions to send your high school transcript (electronically):

1. Go to www.cfnc.org.
2. Sign into your CFNC account. If you don't have a CFNC account, follow the instructions on CFNC to create an account.
3. Click on the purple "Apply" tab in the center of the page at the top
4. At next page, choose "Request a transcript."
5. The next screen should be a box with several NC colleges listed in it. Scroll down the list of colleges and select the one to which you want your transcript sent, and then click on "Send My Transcript".
6. **If you do not see a box with NC colleges listed in it**, you cannot send an electronic transcript yet because your NC student (Powerschool ID) number has not been entered into your Profile. Follow these directions to go back and do that so you can continue:
   a. Go to the blue <u>My CFNC</u> tab on the top left of the CFNC page
   b. Click on <u>Your Profile</u> (the first on the left)
   c. Clink on <u>The Basics</u> at the top left
   d. Under the <u>This is Me</u> page, click on the blue <u>Edit</u> button in the top right corner of the page
   e. Look to the right of your name and add your NC Student number, which is your Power School ID. Scroll to the bottom and click the blue <u>SAVE</u> button.
   f. Now go back to the purple "Apply" tab and follow directions #3 - #7 above.

(Reminder: To send transcripts to schools <u>outside</u> of North Carolina, go to the ESHS Counseling webpage to fill out the online request form. Your paper transcript will be prepared for you to pick up and mail.)