

Wake Young Women's Leadership Academy Transcript Request Instructions

Please read this document carefully as you prepare to request transcripts. An “official transcript” is a transcript that is sent directly from the school or from a third party, such as CFNC. Official high school transcripts will be ready to request at the beginning of September (exact date TBD).

For each college and scholarship application, early college students must request a high school transcript AND a transcript from Saint Augustine's.

Requesting Transcripts from SAU

Students must see the SAU registrar in Hunter Hall to request SAU transcripts. There is a cost of \$7 per transcript request. Students must have the complete address of the undergraduate admissions office or scholarship to which they are applying to submit a request. Students can also request their transcripts online at www.getmytranscript.com ; however, the charge is greater.

Requesting Transcripts for Colleges that use the Common Application

If you are applying to a college that uses the Common Application, Mrs. di Carlo will upload a copy of your transcript. The Common Application will prompt you to enter your counselor's email address. Please enter kdicarlo@wcpss.net . Mrs. di Carlo will also be asked to write a counselor reference for the Common Application, so please make sure to speak with her and send her a copy of your updated resume.

Requesting Transcripts for NC schools (public and private) that do not use the Common Application

For all North Carolina 2 and 4 year public and private schools, students can request that transcripts be sent through their CFNC accounts for free at www.cfnc.org . On the home page, students will navigate to “Apply to College,” and then click on “Transcript Manager,” which will guide them through the process.

Requesting Transcripts for Out of State Schools that do not use Common Application and for Scholarships that require an official transcript

Students will use the WCPSS student records request system to submit transcripts for out of state schools that do not use Common Application and for scholarships that require an official transcript. You can request 3 transcripts for free, and each subsequent transcript is \$5 each. You can view complete directions and make your requests at <https://wcpss.scriborder.com/> .