

How to Request a Transcript

For any North Carolina College, University or Community College (including Wake Tech) students must use the College Foundation of North Carolina website (CFNC) to send their transcript securely & electronically.

1. Go to cfnc.org
2. Create an Account
3. Click “Apply to College”
4. Click “Application Hub”
5. Scroll down to “Request High School Transcripts” and click “Request a Transcript”
6. Confirm your personal information including:
 - a. Name
 - b. Student ID Number
 - c. Email Address
 - d. Gender
 - e. Date of Birth
 - f. Most Recent High School (Score Academy)
7. Save Personal Information
8. Scroll down and Search for school(s) you want to send transcript to and select
9. Click "Request My Transcript"

Your transcript will be sent electronically to the NC schools you selected for **FREE**.

For any Out-of-State schools, Employment, Identification, Personal use, etc. transcripts must be requested electronically via WCPSS Scriborder portal. Students can pick up the transcript or have the transcript sent straight to the institution or mailed to their house.

1. Go to wcpss.scriborder.com
2. Fill out application
3. Select Delivery Method
 - a. Pickup from Crossroads II
 - b. Mailed to your address
 - c. Mailed to specific institution