

SENDING TRANSCRIPTS/COUNSELOR STATEMENTS/TEST SCORES

A. Transcripts for Colleges, Universities & Community Colleges INSIDE North Carolina

1. If a student is applying to a college, university or community college in North Carolina, the transcript **MUST** be sent electronically by the student through the College Foundation of North Carolina Website, www.cfnc.org.
2. The Leesville Students Services Office and registrar will no longer be mailing transcripts for students to any North Carolina colleges, universities, or community colleges.
3. Students do NOT need to complete a release of records form for their transcript to be sent by CFNC to any college in NC.

B. Transcripts for Colleges, Universities & Community Colleges OUTSIDE of North Carolina

1. Obtain and complete an "Authorization for Release of Records Form" (Transcript Release Form). This form is available on the Leesville website, www.leesville.org under the Forms section on the main page, or can be picked up in the Student Services Office.
2. Make certain that all sections of the form are completed with correct identifying information at the top of the page as well as the names and addresses of the college or universities you wish your transcript to be sent to.
3. A parent or guardian must sign the transcript request form if the student is under 18 years of age.
4. Allow five school days for the transcript request to be processed and mailed.
5. A student may send three transcripts without a charge. There is also no charge for mid-year and final transcripts to be sent. Currently there is a \$3.00 charge for each additional transcript that needs to be sent. This fee may be raised later in the school year by Wake County. Payments should be made to the school registrar. Checks should be made out to Leesville Road High School.

C. Transcripts for Colleges or Universities that use an on-line "Common Application"

1. Many Colleges and Universities outside of North Carolina use a Common Application that can be filled out on-line by students.
2. Often this includes the option of sending the counselor an electronic counselor statement via email for the counselor to complete on-line and also attach a transcript and school profile electronically.
3. Students may utilize this service but they will **ALSO** need to follow the procedures listed above on sending transcripts in order for their transcript to be official, whether this is for a college inside or outside of North Carolina.

D. Transcripts for Scholarship Competitions

1. Students should first check on CFNC to see if the scholarship competition is listed in the drop down menu of where transcripts can be sent.
2. If the scholarship competition is listed, the student must use CFNC to send the transcript.
3. If the scholarship competition is not listed on CFNC, students should follow the same directions as section "B".

E. Counselor Statements for College Applications for schools inside and outside of North Carolina

1. Follow the same directions as section "B".
2. Attach the Counselor Statement page to the Transcript Release Form. Students should make sure to complete all of the student section on the Counselor Statement before submitting the forms.
3. The student should submit all forms to the Student Services Office.
4. If the Counselor Statement is for a college or university in North Carolina, only the Counselor Statement will be sent by the school. The transcript has to be sent by the student through the CFNC website. If the college or university is outside of North Carolina, a transcript will be sent with the Counselor Statement.
5. The fees and deadlines listed in section "B" applies for counselor statements as well.

F. Sending Test Scores to Colleges or Universities

1. In order for test scores (SAT, ACT) to be official, **they must be sent directly to the college from the College Board office for the SAT, www.collegeboard.com or the American College Testing Office for the ACT, www.actstudent.org.**
2. LRHS will not be sending any test scores to college or universities.

G. Sending Transcripts to the NCAA for Athletic Eligibility

1. Go to <https://web1.ncaa.org/eligibilitycenter/common/> and follow the instructions.
2. Students will be prompted to print a document that they will need to bring to the Student Services office.
3. They must then follow the same directions as section "B".

Former LRHS Students

1. If you attended LRHS within the last 5 years, follow the directions listed above listed under "Transcripts for Colleges, Universities & Community Colleges OUTSIDE of North Carolina. Please read item #2 below.
2. Parents or friends of former students cannot request for transcripts to be sent. However, if a former student has access to a fax machine and can fax permission with a signature to the Student Services office, a parent or friend can make the payment for the transcript to be sent. There is a \$3 fee for each transcript to be sent. Or, the former student will need to come in themselves and make the request in person or mail a completed and signed Transcript Release Form, along with payment to the Student Services Office, attn: School Registrar.
3. If you attended LRHS more than 5 years ago, you must contact WCPSS Central Records at 919-850-1638.