

Using the CFNC Electronic Transcript

WCPSS high schools use the CFNC Electronic Transcript as the primary method of sending transcripts to institutions of higher education in North Carolina. All North Carolina colleges, universities and community colleges accept the CFNC Electronic Transcript.

The following section describes the process for the delivery of a transcript from a high school to a college, university or community college.

1. The high school senior logs into his or her CFNC account or creates a CFNC account.
2. The student then requests a transcript. Transcripts can be requested 24 hours a day and are free of charge. .
3. After the student completes the request, the transcript is sent almost immediately to the institution unless the student receives an error message.
4. Once the transcript is sent, the student receives a confirmation email. The date listed in the confirmation email reflects the date the transcript was delivered to the college. The “transcript requested” date and “transcript transaction” date will usually be the same
5. The institution will download the transcript as soon as possible.
6. 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 receiving 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. Applicants may also check their WolfPAW account to follow the status of their application.”

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.”

Elon University, Admissions Office

““We certainly are looking for the “transcript requested date” or postmarked date to confirm the student's deadline preference, and it will determine if the student will be reviewed in that deadline. Due to the volume of mail we will likely not process all of that on the same day, although we strive to turn that around in 7 – 10 business days. We always note the date received while processing. Please continue to remind the students of the process and that it does take time”