



# TOPSAIL HIGH SCHOOL

## Transcript Request – Current Student

Today's Date: \_\_\_\_\_

Student's name: \_\_\_\_\_

### **VERY IMPORTANT steps to follow:**

1. **IF** you want a personal copy of your transcript, are applying for scholarships, and/or applying to a NON-NC college/university that DOES NOT use The Common Application, you will need a **paper** copy of your transcript.

Number of **paper** transcripts needed: \_\_\_\_\_ Official \_\_\_\_\_ Unofficial

2. **IF** you are applying to any college/university in North Carolina, you need to have your transcript submitted electronically via The Common Application or CFNC.org.

**CFNC.org:** You will need to sign in to your account, click "Apply", select "To College", "Transcript Manager", then add the college(s) you are applying to. You MUST ensure that your correct name and student number are listed on your profile page.

**The Common Application:** You will need to ensure that your counselor's name and email address are entered so that the college/university you apply to will request your transcript from your counselor.

Student Signature: \_\_\_\_\_

Parent Signature (if student is younger than 18): \_\_\_\_\_

**\*\*Please allow 1-2 days to process paper transcripts\*\***

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~For office use only~

Date processed: \_\_\_\_\_

Processed by: \_\_\_\_\_