

Needham B. Broughton High School 2015-2016 Transcript Information

1. If the college is on **COMMON APP**, invite your counselor to be a recommender and they will send your transcript. These transcripts are free of charge.
2. If your college is **IN-STATE** (not using Common App), send your transcripts through www.CFNC.org.
Check your profile to make sure your name is spelled correctly, the same way it appears on your report card/transcript and that your student ID number is entered in. Make sure you complete all three steps to your profile. If you do not remember your log in or do not have one, see your counselor. Do NOT create a new account. These transcripts are free of charge.
3. If your college is an **OUT-OF-STATE** school (not using the Common App), go to <https://wcpss.scriborder.com/> click on Current Student and follow the prompts. The first three requests are free. After the third request, each transcript will cost \$5.00 payable with a PayPal account.

Scholarship Transcripts

If you need a transcript for a scholarship fill out the GREEN Request for Transcript Authorization Form (available in Student Services or the Broughton website under “Forms”). Our registrar, Ms. Wall will mail your official transcript. These transcripts are free of charge.

Student Athlete Transcripts

If you are a student athlete and a coach is requesting a transcript fill out the GREEN Request for Transcript Authorization Form (available in Student Services or the Broughton website under “Forms”). Our registrar, Ms. Wall will mail your official transcript to the coach. These transcripts are free of charge.