**Transcripts (GPA, Class Rank)**

It is important for you to know how to view your transcript as you will need to know your GPA and class rank for college applications and many scholarships. School counselors are not allowed to email your transcript and GPA. The fastest and easiest way to view your transcript is through CFNC. Org.

* Go to CFNC.org
* Log into your CFNC account. For juniors and seniors, your username may be your student number/lunch number and your password may be your birthdate MMDDYYYY (01102002). If it doesn’t work, try to reset your username or password. If that still doesn’t work, please create a new account.
  + If you do not have an account, please create one. Make sure you record your username and password in a location that you will remember as you will need to keep this. Many students use a notes app on their phone to track passwords.
* Click on Application Hub
* Click on Request a High School Transcript
* Select a school to send your transcript to. If you are a senior, send a school that you are not applying to as schools will not pull your transcript until you have applied. 9-11th graders, you may choose any school.
* Send your transcript
* You will see the school listed on your screen with “tasks” under it. Wait a few minutes and refresh the page.
* You should see under “transcripts” a button that says “view transcript”. If you don’t see it, wait a few more minutes and click refresh again. Click on view transcript and your transcript will pop up. Scroll down to see your GPA and class rank.

Video to view the process: <https://www.youtube.com/watch?v=wVLGcUPAjvY>

Website with frequently asked questions (received an error message, etc) <https://www.cfnc.org/apply-to-college/nc-countdown-to-college/nc-countdown-to-college-faqs/transcripts-faqs/>