
Sending Transcripts *(High School Transcripts)*

Instructions to Request your Initial High School Transcript to be Sent to Colleges/Universities

- **CFNC.org** Use when you apply to a **North Carolina College/University**
 - Log into your CFNC account - Don't have an account, create one (go to [CFNC.org](https://www.cfnc.org))
 - Click on 'APPLY TO COLLEGE' on the top navigation bar
 - Click "Application Hub" on right side of the screen
 - Either complete your college application there and send your transcript or follow the prompts to *Request a Transcript* if you applied on the college website.

NOTE: CFNC will automatically send FINALIZED transcripts (in June) to your selected College/University (as long as you sent your initial transcript via CFNC.org)

- **CommonApp.org** Use to apply to a **College/University that uses the Common Application**. Your counselor will upload your transcript in the Common Application portal at [commonapp.org](https://www.commonapp.org). List your counselor's name and email address (see below) where prompted.

Remember students send transcripts through CFNC.org for any NC college/university.

North Gaston School Counselors:

Last name A-F:	Ms. Amber Gibson	algibson@gaston.k12.nc.us
Last name G-M:	Ms. Stephanie Smith	smsmith@gaston.k12.nc.us
Last name N-Z:	Mr. Ashley Thomason	ajthomason@gaston.k12.nc.us

- **Gastonnc.scriborder.com** Use when you apply to an **Out of State College/University** that **does not use Common App**. Students can request up to 5 transcripts through [GCS Scrib Order](#) for free as a current student.
- **All Non-current Gaston County Schools Students** All requests for transcripts, student records, or for verification of graduation should be submitted online at [GCS Scrb Order](#).

Sending Transcripts *(Gaston College Transcripts)*

You must send an official Gaston College Transcript **to each** college/university undergraduate admissions office in order to complete your application unless it states otherwise. To find the address go to the college's website and find the Office of Admissions mailing address.

Gaston College Transcripts can be obtained in one of the following ways....

- 1.** Log into your WebAdvisor account. Click on the Students menu, then click on Transcript Request under Academic Profile. The \$7.00 fee may be paid through WebAdvisor with a credit or debit card.
- 2.** Complete the Transcript Request Form (located at <http://www.gaston.edu/records-registration/>) and mail, fax (704-922-2344), or email (gcregistrar@gaston.edu) the form to the Records and Registration Office. Please note that the form must have your actual signature on it to be processed. The \$7.00 may be paid over the phone (704-922-6414) with a credit or debit card, or by mail with check or money order.
- 3.** Visit the Records and Registration Office in person with your photo identification

If you would like an unofficial transcript in order to get your college GPA or see college grades you can download one for free from your WebAdvisor account.