

Requesting High School Transcript (CFNC)

Students and graduates of participating [NC public high schools](#) can use this service to send free official transcripts to NC institutions. All information, including your first and last name, must exactly match what your high school has on record for you at the time of graduation. **Your NC Student Number (also known as your “lunch money” number or NC Wise number) is required to send a transcript through CFNC.** If you do not know your NC Student Number or if you graduated high school before 2006, please contact your high school directly.

1. Visit www.CFNC.org and log in.
 - a. If you need assistance with log in information call 866-866-2362.
2. Click “Apply to College”
3. Click the orange “Application Hub” on the right side.
4. Scroll down click “Request a Transcript” on the right side.
5. Confirm your personal information and save.
6. Scroll down to “Selected Schools” to choose the college you want your transcript electronically sent to. When sending transcripts to A-B Tech, make sure to select “Asheville-Buncombe Technical Community College Und” for the Admissions office to be able to retrieve your transcript.
7. Select “Request My Transcript.”
8. After you have requested your transcript, please email admissions@abtech.edu with your full name and your NC Student Number (also known as your “lunch money” number or NC Wise number). We will retrieve your transcript and submit it as a placement option.