



Cambridge Electronic Transcript Submission Instructions

Fort Lauderdale High School **does not** issue official Cambridge transcripts.

You must file a request directly with Cambridge.

1. Download [the Cambridge Transcript Request Form](#).
2. Save the form as "Results Transcript Application US145-your name-your candidate number", then fill out, **following all directions exactly as written on the form**.
3. Center Number : US145
4. If you have earned, or hope to earn, the AICE Diploma, you must put that on a separate line with the year you earned or will earn your diploma.
5. Send the form and a copy of your photo ID, to the email address on the form. Make sure you put the correct subject line in the email.
6. **SAVE the automated reply email and the Enquiry Number** (like a tracking number). (Check your Junk folder, too.) If you do not receive the email within minutes or hours, you have done something wrong and you need to try again.

Cambridge will:

1. Send an electronic transcript of all exams you have passed, except for June of your senior year, to the college you list. (If the college has signed electronic agreement with Cambridge, otherwise it is mailed to the school)
2. Send an email to you when they send your transcripts. (Make sure the email address, you include on the form, is current and one you will be using for a long time.)

In August, after you have graduated, a second transcript with the latest exam results will be sent to your selected college.

- If you find that your college is saying they never received your transcript information, you can use the automated email reply, that you saved, and site the **Enquiry Number** to ask when they were sent or to just ask them to send again.
- If they respond that they were already sent, you can then take their response right to the college and show them that they are somewhere at their school.
- If you earned the AICE Diploma (ADIP) in June of your senior year, Cambridge will provide the list to Bright Futures (BF) in August, within a day or two of the score release. (If you earned the diploma junior year, BF will update in June after graduation.)
- BF will update their data base, include your ADIP, and change your award status, if applicable. This process can take a few weeks.
- Just before tuition is due you need to go to the Financial Aid Office and let them know you qualify for the scholarship and ask them to access the Bright Futures update, so they can apply the money to your account.
- If there is an amount owed on your college bill before this, just ask the Financial Aid Office to "defer payment" and they will, as long as you can show them you have the ADIP and community service hours.