

## Cambridge Electronic Transcript Submission Instructions

1. AICE Transcripts are not used for admission evaluation. You only send after you have been accepted.
2. Download the Cambridge Transcript Request Form from the school website, <http://est.leeschools.net> or in the Cambridge Google Classroom.
3. Save the form, on your own computer, as “Results Transcript Application US824-your name-your candidate number”, then fill out, following all directions exactly as written on the form. 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. Look at the example on the form.
4. Send the form and a copy of your photo ID, to the email address on the form.  
[info@cambridgeinternational.org](mailto:info@cambridgeinternational.org) Make sure you put the correct subject line in the email. ‘Results Transcript Application’ DO NOT Send from school email account.
5. 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.
6. Cambridge will send an electronic transcript of all exams you have passed to the college you list. (If the college has signed electronic agreement with Cambridge, otherwise it is mailed to the school)
7. Cambridge will 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.)
8. Cambridge will send all grades except for June of your senior year.
9. In August, after you have graduated, a second transcript with the last exams and possible AICE Diploma, will be sent, to the same school that the first scores were sent.
10. 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.
11. 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.
12. If you earned the AICE Diploma (ADIP) in June of 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.)
13. BF will update their data base, include your ADIP, and change your award status, if applicable. BF can take a few weeks to update your status.
14. 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.
15. 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.
16. If you have any issues throughout this process, you may email me, Mrs. Foley-  
[NancyLF@Leeschools.net](mailto:NancyLF@Leeschools.net) for additional help or guidance.

For other questions about results, you may also go to <https://www.cambridgeinternational.org/usa/score-results-for-students/>