



How to Send your High School Transcript

A tutorial for in-state colleges and out
of state colleges



What is a Transcript?

- A transcript is an official record kept by a high school or college and includes courses that a student has taken. The transcripts lists all courses taken (both passed and failed), course final grades, Grade Point Average (GPA), and school rank.
- Students who are planning on attending a two, four year, or a branch of the military will need to submit a copy of their official high school transcript. This is part of the college application and admission process.
- A transcript is considered **“official”** if it is (1) submitted using an official electronic service such as GA Futures (preferred) or (2) mailed directly to the college from the high school in a sealed envelope.
- Students may not take a picture of their transcript or screenshot and send it to the college. This is an **unofficial** transcript and colleges require students to send official transcripts for admission purposes.



Initial VS. Final Transcripts

- When you apply to college, you will send your initial transcript. This will usually include your grades through the end of your Junior year of high school.
- Some colleges may require students send a mid-year transcript in January of your senior year to see your grades from Fall semester. Check with the college you are applying to for clarification on mid-year transcript requirements.
- After you graduate from high school, your college will expect you to submit your final high school transcript. This final transcript will include all courses taken and the grades earned from freshman to senior year. The final transcript includes your GPA, class rank, and your graduation date.
 - Note: if you do not send your final transcript after high school graduation, your college will drop you from your college courses and you will not be able to begin your courses in the Fall semester. Be sure to take care of this task after you graduate from high school.



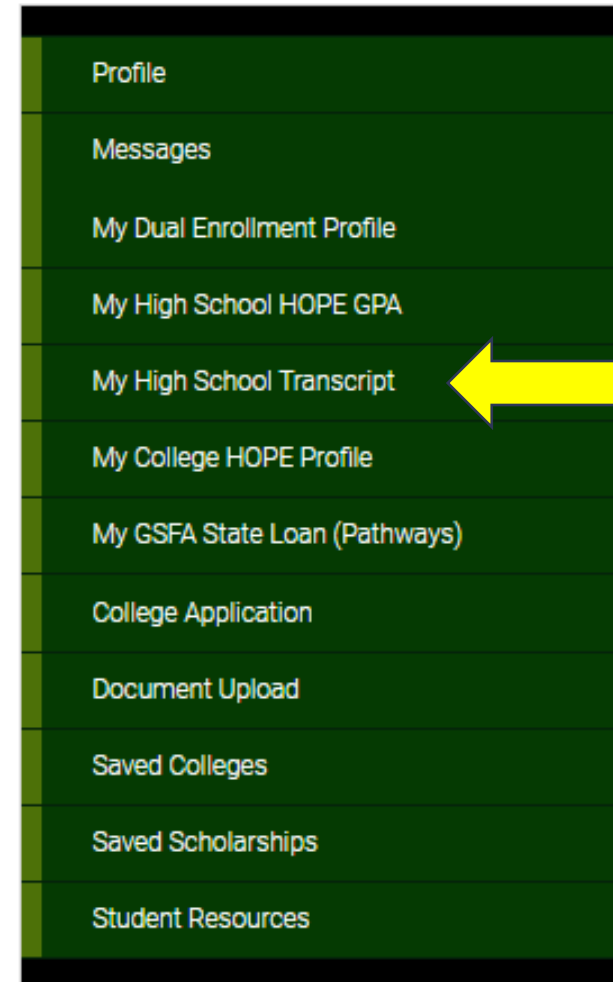
In State Transcript Request

- For students who will be applying to a college in the state of Georgia, you will use your GAFutures account to send your initial and final high school transcript.
 - Note: your social security number and all information in GAFutures must be correct for your transcript to be sent electronically. A rule of thumb for students is: if they can view their HOPE GPA, they can send a transcript. If you cannot view your HOPE GPA in your GA Futures account, your transcript will not be sent.
- Use the following step-by-step presentation to send you transcripts using your GA Futures account.
 - If you've forgotten your username and password, use the forgot username and password tools to reset your account.



In State Transcript Request

- **Step One:** Visit www.GAFutures.org and login to your account
- **Step Two:** When you login, you will see a list of options to the left as shown on this screen. Choose the “my high school transcript” option.”





In State Transcript Request

My Transcript Request

When requesting your transcript record be sent to a college or NCAA, view your transcript record first to be sure all courses and grades are listed. High schools report transcript records to GSFQ periodically so you may want to check your transcript on record with us is your most recent transcript information. If not, check back here periodically. High schools submit transcript records at varying times. This functionality is available only for Georgia high school students who graduated 2007 or later.

Please Note: It must be at least 30 days since you requested your transcript be sent to the same college or entity.

Where would you like to send your transcript?

Dalton State College
Devry University
East Georgia State College
Embry-Riddle Aeronautical University
Emmanuel College

If not displayed, please enter the social security number (no dashes) *

.....

Reenter Social Security Number *

.....

If not displayed, please enter your date of birth (mm/dd/yyyy) *

.....

Please select the high school where your final transcript is located *

Select

If not displayed, please select your high school graduation year *

2023

I acknowledge that I have read and accept the [Terms of Use](#) and [Privacy Policy](#) of this website and its affiliates including as it relates to my transcripts.

[View](#) [Send](#)

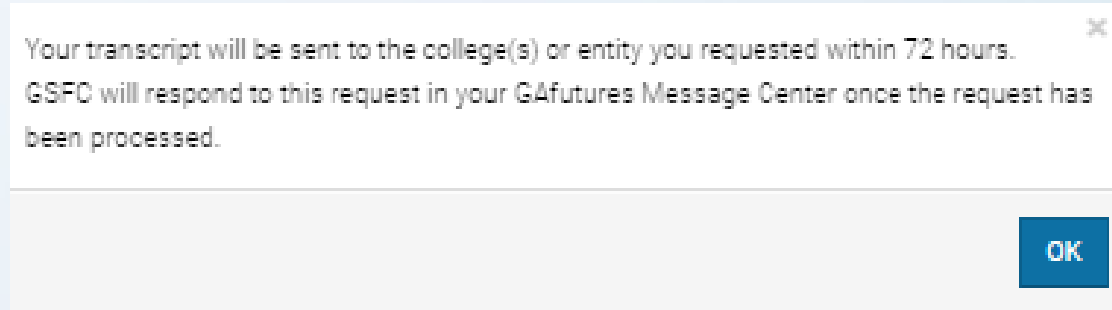
Step Three: Follow the prompts on the page. Select the college you want to send your transcript to.

- Your Social Security and date of birth with auto populate. If it does not, your transcript will not send. You must update your Ga Futures profile for this to work.
- Choose North Paulding High School as the location of your transcript.
- Select the “I acknowledge” box at the bottom of the screen.
- Last, select “send.”



In State Transcript Request

- Once you complete the request, students will receive this notification :



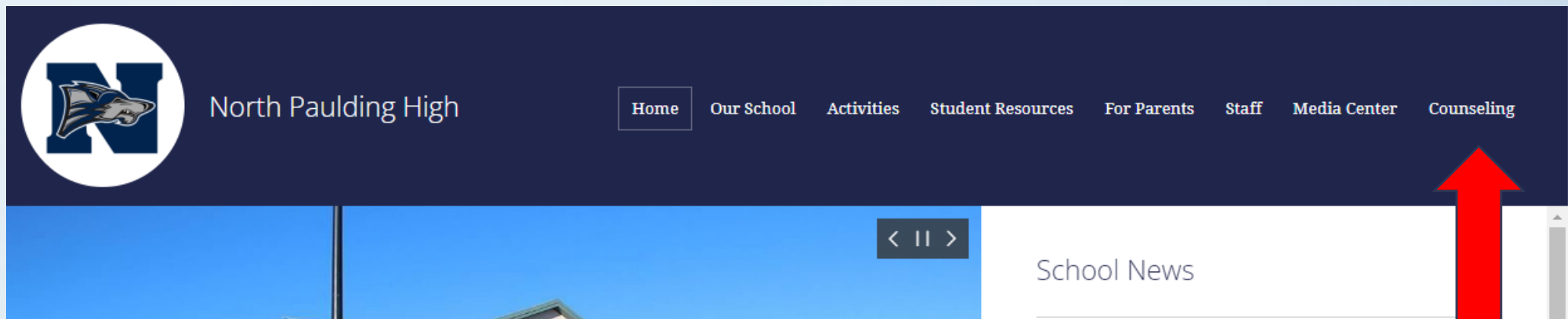
Note: It will take GaFutures up to 72 hours to respond to this request. Once the request has been fulfilled, you will see a notification in your GaFutures Inbox.

- Colleges may take several weeks on applying to your college account that the transcript has been received by the college. If you send your transcript and it's not received by the college after 2 weeks, email the college admissions team for confirmation. Resending another transcript will not help move your application to a quicker status. This may cause delays with your application status.

Out of State Transcript Request

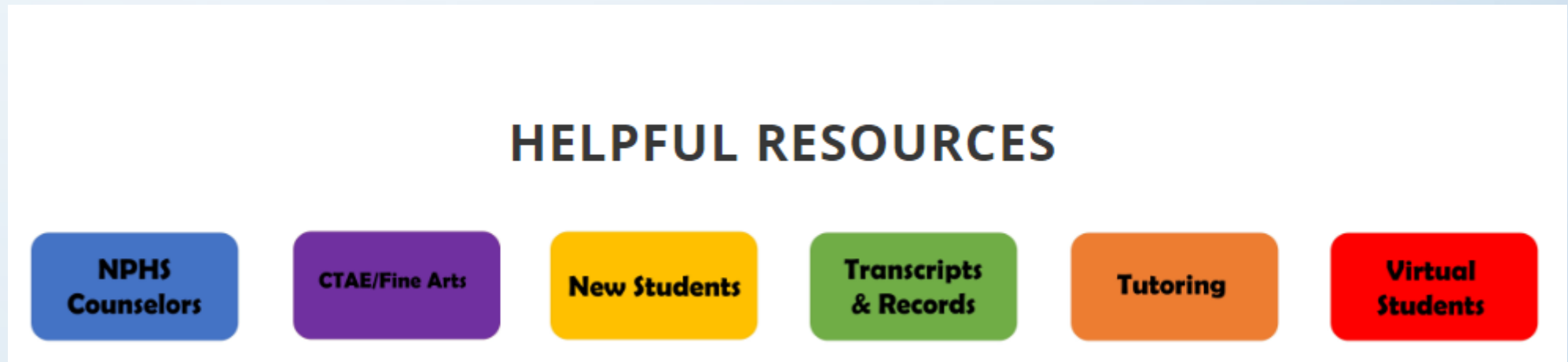


- For students who are applying to a college out of the state of Georgia, they will request their transcripts be sent by using the following instructions.
- **Step one:** Go to the counseling website. You can find this quickly at the top of the North Paulding High School Home Page.



Out of State Transcript Request

- **Step Two:** Locate the “Helpful Resources” area of the page and select “transcripts and records.”



Out of State Transcript Request

- **Step Three:** Select “making an online request through Scriborder for out-of-state Universities.

Transcript Requests Can Be Made a Couple of Ways:

- Making an online request through the student's [GA Futures](#) account for in-state Universities - Read below for more information
- Making an online request through [Scriborder](#) for out-of-state Universities - Read below for more information



Out of State Transcript Request

- **Step Four:** Select the “Click here if you are a current student not using GA Futures” option.

Select To Get Started:



CLICK HERE if you are
a **CURRENT STUDENT NOT**
using **GAFUTURES.org** and
would like to order your student
record or transcript



Out of State Transcript Request

- **Step Five:** Follow the prompts from the page and request your transcript be sent to the college you are needing.
 - **Be sure to send your transcript to the college and not for pick-up. If the envelope is not sealed, the college will not accept the transcript as an official document. You can find where to send your transcript on most college admission website. If you cannot locate this information, call the college admission office and ask for an address of where to send the transcript.**

transcripts & records

Current Student Records Request

Step 1, Please Enter All Information

This is an official request for a copy of a student record. The information contained in this request should be considered private. Please complete all information in full and then finalize the order process by clicking 'Proceed to Check Out'. The information required on this page is necessary to verify and protect your school record from being accessed by unauthorized individuals.

You will receive emails from scribOnline@scribsoft.com to notify you of the status of your order. It is important you read those emails carefully as additional information may be required to process your request.

ACCESSING THE ORDER TRACKER: Once the order has been submitted and payment received, you will be directed to a confirmation page which contains the link to the Order Tracker. You will also receive a link to the Order Tracker via email from scribonline@scribsoft.com. To access the Order Tracker, you will enter your email address, order number and password.

Student's Current Name:

★ Last Name: ★ First Name:

Middle Name:

Maiden Name: Suffix:

★ Last 4 SSN: ★ Last 4 SSN: (confirm)

Student ID:

Information Related To Student's Birth:

★ Date of Birth: ★ Current Age:

Birth City:

Birth State:

Birth Country:

Your Current Paulding County School of Attendance:

★ Name of School:

★ Grade:





Questions?

- If you have further questions regarding your high school transcript and how to send this information, please reach out to your assigned high school counselor.
- This presentation will be available through your Counselor Senior Canvas page located under the November advisement tab.
- Counselors will remind you during graduation practice, to send your final transcript to your college.