

How to send a FINAL Transcript to your college

Final transcripts are not available until after June 3rd.

***GCPS does not allow transcripts to be sent through EMAIL.**

Transcripts must be sent through GAFutures, Naviance, or through the US Mail only.

***NCAA - if you need a transcript uploaded to NCAA, send it through your GaFutures account. Instead of selecting a college, you'll select NCAA in the drop down menu.**

If you are attending a college **IN THE STATE OF GEORGIA:**

1. Log into your <https://www.gafutures.org> account.
2. Do NOT request your transcript until **AFTER June 5th**. GCPS does not send your Final Transcript up to GaFutures until June 5th, so if you request your transcript before then it will be your OLD transcript from January.
3. Follow these directions **AFTER June 5th:**
4. If, for some reason, you are unable to send your transcript through GaFutures, follow the directions below for OUT OF STATE transcript requests and simply mail your official transcript to your college.

<https://docs.google.com/document/d/16D6f-RBitep1m6hFRhA9LUrO6gGJs9kTYh7oRbsnksE/edit?usp=sharing>

If you are attending college **OUT OF STATE:**

1. Order an official transcript on MyPaymentsPlus under "Events and Activities". Official transcripts are \$5.00 per copy.
2. Come to Seckinger **AFTER JUNE 5th** and we will print, seal, and stamp your transcript to make it official.
3. YOU address the envelope and mail your transcript to your college. Seckinger cannot mail your transcript directly to your college.

ADDITIONAL NOTE REGARDING SOCIAL SECURITY NUMBER

****Please ensure that your social security number is on file at Seckinger High School and is accurate. If inaccurate or not on file, you will encounter challenges and possibly a delay with access to financial resources such as the HOPE scholarship and/or grant.**