

# Request for FINAL Transcript Instructions 2023

*Seniors: It is the responsibility of ALL college-bound graduates to send a final transcript to the college/university where you plan to attend. Please note that a final transcript is NOT automatically sent to colleges by way of PRHS or by the Counseling Department. NOTE: All final transcript request(s) must be initiated by the graduate or their parent/guardian.*

## STEP 1 – Identify Your Student Type (A or B):

A: In-state college bound – any college/university in the state of Georgia

B: Out-of-state college bound – any college/university outside the state of Georgia

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## STEP 2 – According to your above Student Type (A or B) do the following:

For (A) In-State College Students:

- Log into your GA Futures account at [www.gafutures.org](http://www.gafutures.org). Click the “MY HIGH SCHOOL TRANSCRIPT” located in GREEN on the left side of the page. Follow the prompts to select your school and click SEND, on or after June 5<sup>th</sup>, 2023.
- IMPORTANT: Your social security card must be on file at PRHS/stored in our student data system in order to utilize this free transcript request feature through your GA Futures account.
  - In addition, your GA Futures profile must be complete with your full (legal) name, date of birth, and social security number (SSN). All three must be input correctly to successfully send.

**\*\*\*DO NOT submit your GAFutures final transcript request until MONDAY, JUNE 5<sup>th</sup>\*\*\***  
Your final spring semester (Q3/Q4) grades will not be reflected on your transcript until then!

For (B) Out-of-State Students:

- All seniors are eligible to request one, hard copy official transcript through MyPaymentsPlus (MPP) for FREE!
- Go to [www.mypaymentsplus.com](http://www.mypaymentsplus.com) Create or log into your account. Under “EVENTS & ACTIVITIES” scroll down to “*Peachtree Ridge HS FINAL Official Transcript – Free of Charge for Seniors*” and follow prompts to complete checkout.
- **Any official transcript(s) ordered prior to Monday, May 29<sup>th</sup> will be ready for pick up in the PRHS Front Office beginning Monday, June 5<sup>th</sup>.**
  - Transcripts ordered after May 29<sup>th</sup> will result in a processing delay.
- Need more than one copy of your official transcript? Additional transcripts can be requested through MyPaymentsPlus (MPP) under “*Peachtree Ridge HS Official Transcript.*” Hard Copies cost \$5 each.
- Access to MyPaymentsPlus for the Class of 2023 will expire on June 30<sup>th</sup>.

PLEASE NOTE: FINAL TRANSCRIPTS CANNOT BE SENT THROUGH NAVIANCE