

Request for FINAL Transcript Instructions 2021

Seniors: It is the responsibility of ALL college-bound graduates to send a final transcript to the college/university where s/he plans to enroll once all final PRHS grades from Q3/Q4 have posted to course history. Please note that a final transcript is **not** automatically sent to colleges by way of PRHS and/or the PRHS Counseling Department.

All final transcript request(s) must be handled by the graduate or their parent/guardian, prior to college matriculation.

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

[Type A] In-state college bound – any college/university in the state of Georgia.

i.e. GSU, UGA, GGC, GA Tech, UNG, Spelman, Mercer, Kennesaw State, etc.

[Type B] Out-of-state college bound – any college/university outside the state of Georgia.

i.e. - Baylor, Florida State, UCLA, USC, Howard, Clemson, Notre Dame, etc.

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

For **(A)** Student Types:

→ Attending a college/university **IN** the state of Georgia:

- Log into your GA Futures account at www.gafutures.org. Click the "COLLEGE PLANNING" header. Under "COLLEGE PLANNING," click on "HIGH SCHOOL TRANSCRIPTS." Follow the prompts under "MY TRANSCRIPT REQUEST." Check the "I acknowledge that I have read..." box followed by "SEND."
- **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 have to be input correctly to successfully send.

*****DO NOT submit your GAFutures final transcript request until MONDAY, JUNE 7th.*****

Your final spring semester (Q3/Q4) grades will not be reflected on your transcript until then!

For **(B)** Student Types:

→ Attending a college/university **OUTSIDE** the State of Georgia:

- All seniors are eligible to request one, hard copy official transcript through MyPaymentsPlus (MPP) for FREE! 😊
- Go to www.mypaymentsplus.com. Create an account or log into your account. Under "EVENTS & ACTIVITIES", look for "SCHOOL FEES". Under "SCHOOL FEES", click your senior's name. Scroll down to "PRHS FINAL Official Transcript – Free of Charge for Seniors" and follow prompts after to complete checkout.
- **Any official transcript(s) ordered prior to Wednesday, May 26th will be ready for pick up in the PRHS Front office beginning Monday, June 7th.**
 - Transcripts ordered after May 26th will result in a processing delay.
- Need more than one copy of your official transcript? Additional transcripts can be requested through MyPaymentsPlus (MPP) from the "PRHS Official Transcript – Hard Copy \$5.00 each" tab for a \$5.00 processing fee for each copy.

NOTE: Access to MyPaymentsPlus for the Class of 2021 seniors will conclude on July 1st.

All requests MUST be submitted prior to then in order to ensure receipt and readiness.