

Transcript Requests

Transcript requests can be made a variety of ways:

- Visiting the local school Counseling Office for students 21 years and younger
- Visiting the Records Management Center for former students, 21 years and older
- Using www.GAfutures.org to request your My GAfutures transcript (formerly GACollege411). GAfutures is used for in-state public and private postsecondary schools.

Link to guide students (or former students) through making the transcript request:

<https://www.gafutures.org/media/113401/final-qg-quick-guide-user-requesting-transcript-through-gafutures.pdf>

Link to guide students (or former students) through Creating an Account on GAfutures (used when former GACollege411 User Name and/or Password site does not work on GAfutures site):

<https://www.gafutures.org/media/113397/final-qg-quick-guide-user-create-account.pdf>

Please note that an email account is required on the My GAfutures profile.

- Making an online request through [Scribborder](https://pauldingga.scribborder.com/). Link for Scribborder:
<https://pauldingga.scribborder.com/>
- Link to Transcripts and Student Records: <http://www.paulding.k12.ga.us/Page/410>

Graduating Seniors Transcript Information

Seniors are to request their official transcript be processed when the purpose of the transcript is to meet admissions requirements for an out-of-state college or university, to complete documentation for a scholarship, and/or to provide a potential employer or the military.

Any transcript questions/issues should be addressed by the student with the school counselor.

Currently enrolled students who are applying to out-of-state universities, colleges, and technical colleges, or who need a transcript for employment or other purposes

A request may be made in person at the local school for an official district transcript. Once a request is made, the transcript is reviewed and delivered to the post-secondary institution.