

# FINAL TRANSCRIPT REQUEST INSTRUCTIONS

## \*\*\*\*Colleges Require a Final Transcript\*\*\*\*

**Colleges** require a copy of your final year transcript to ensure that the student has graduated and successfully passed all courses. **You will need to request your final transcript AFTER June 6<sup>th</sup>. DO NOT request your transcript before this date as it WILL NOT be completed with final grades and the graduation date, and it will not be accepted as a final transcript by the college/university.** Please also note that many colleges/universities need the final transcript by the end of June.

**Follow the instructions below to have your final transcript sent. Note there are 3 sets of instructions, one for sending transcripts to IN-STATE schools, one for sending transcripts to OUT-OF-STATE schools, and one for NCAA/NAIA Athletics.**

### **Send Final Transcript to In-State Colleges**

To send a final transcript to your future in-state college, you will need to request this on GAFutures.org <https://www.gafutures.org/>;

- a. *login and click on the "College Planning Tab"*
- b. *scroll down and click on "High School Transcripts", and then complete the "My Transcript Request"*

You **MUST** request this electronically, and it should be done **AFTER** June 6<sup>th</sup>.

**\*\*Don't Know Your Username and/or Password?** You can recover a forgotten Username and/or request a Password reset when you log into GAFutures. You can choose to answer your previously submitted security questions or have GAFutures email a reset link to your email account.

### **Send Final Transcript to Out-of-State Colleges**

To have a transcript sent out of state, you will need to fill out the transcript request application on Scriborder at <https://pauldingga.scriborder.com/>. Please make sure you complete the request form **by June 7<sup>th</sup>**. *We will not be able to take email requests to send your transcripts.* Be sure to **have the address** to where it needs to go as you will need to include this on the Scriborder request form. You will not be charged for this final transcript, complete the document to the end and click on the tab that you are a current student.

### **NCAA & NAIA for Student Athletes Competing at the College-Level**

You must have a personal account set up with the NCAA and/or the NAIA before we can upload your final transcript. If you have not set up your account, you must do so using their website. Once registered, the portal will indicate to NPHS the students who need a transcript submission to the NCAA and/or NAIA. We will upload final transcripts to their web portals once senior transcripts have been finalized. *Your final transcript will be sent no earlier than **Monday, June 6.***

**Please note: Counselors will be out of the office from June 16<sup>th</sup> - July 10<sup>th</sup>**