



HOW TO REQUEST A FINAL TRANSCRIPT

FINAL TRANSCRIPTS ARE NOT AVAILABLE UNTIL AFTER MAY 31.

NCAA: If you need a transcript sent to NCAA, send it through your GaFutures account. Instead of selecting a college, 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 Saturday, June 1.**
GCPS does not send your Final Transcript to GaFutures until June, so if you request your transcript before then, it will be your OLD transcript from January.
3. Follow these directions **AFTER Saturday, June 1:**
<https://docs.google.com/document/d/1xKb3ca6jYIlyJOFJEck9ZzWtJ9-Zwmi-/edit?usp=sharing&oid=108554698373673063513&rtpof=true&sd=true>
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.

OUT OF STATE OR SCHOLARSHIPS

If you are attending college out of state or need an official transcript for a scholarship:

1. Order an official transcript on [MyPaymentsPlus](#) under “Events and Activities.”
Official transcripts are \$5.
2. Come to Brookwood **AFTER Monday, May 27**, and Brookwood will print, seal, and sign your transcript to make it official.
3. Address the envelope and mail your transcript to your college.
Brookwood cannot mail your transcript directly to your college.

UNOFFICIAL TRANSCRIPTS

Go to your StudentVUE, click on Documents, and then on HS Transcripts.

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