

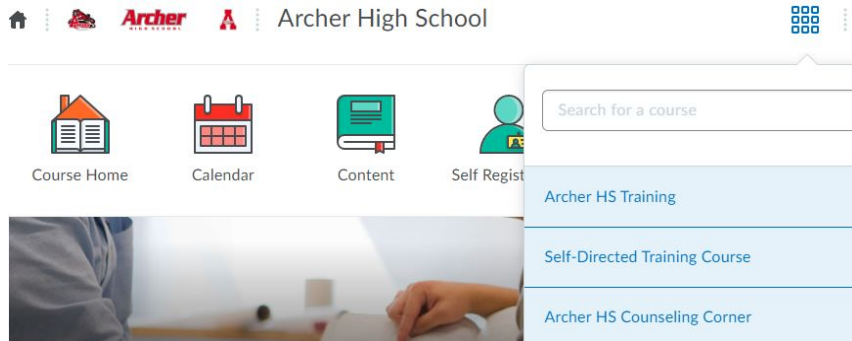
Instructions for Requesting Transcripts

IN-STATE COLLEGES

- You can send transcripts to in-state colleges by logging into your GAFutures Account.
- All areas of the Student “Profile” must be complete with Legal Name (first, middle, last), as well as Social Security#, student ID, & current enrollment status- prior to submitting transcripts!

OUT-OF-STATE COLLEGES

- If you need an official transcript sent to an out-of-state school you must fill out the google form in eClass.
- You must be signed in to your G suite account to complete the form.
- Once you complete the form, the counseling office will send your transcript to the out-of-state college.
- To access the form on eClass, go to **Archer HS Counseling Corner** and click on **Transcripts**.



UNOFFICIAL TRANSCRIPTS

- A copy of your final transcript/report card will be mailed home. This can be used as an unofficial transcript.
- You may also print out one from your parent portal account.

If you need a transcript for any other reason (Scholarship, etc.) or have questions please email Mrs. Hamilton - nicole.hamilton@gcpsk12.org.