



How to Send Your FINAL Transcript to Your College

****Final transcripts are not available until the first week in June.****

*GCPS does not allow transcripts to be sent through email. Transcripts must be sent through GAFutures, Naviance, or through the US Mail only.

*NCAA - If you need a transcript uploaded to NCAA, send it through your GaFutures account. Instead of selecting a college, you'll 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 June 5th**. GCPS does not send your Final Transcript to GaFutures until June 5th, so if you request your transcript before then it will be your OLD transcript from January.
3. Follow these directions **AFTER June 5th:**
<https://docs.google.com/document/d/16D6f-RBitep1m6hFRhA9LUrO6gGJs9kTYh7oRbsnksE/edit?usp=sharing>
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.

If you are attending a college OUT OF STATE:

1. Bring a \$5 money order or cashier's check to the SKG Counseling Office after June 5th. You will be provided with a sealed hard copy of your transcript.
2. Transcripts will be available for pick up on Tuesdays and Thursdays in June and July in the SKG Counseling Canopy between 8am-3pm.
3. The transcript will be sealed and must remain unopened for it to be classified as "official". You will be responsible for providing postage and mailing the transcript to its final destination.

**Seckinger HS cannot mail transcripts.

If you are a Dual Enrollment student:

1. You must request for your DE transcript to be sent directly from your DE college to the college you are going to attend. Follow the transcript request procedure as outlined by your DE college.

ADDITIONAL NOTE REGARDING SOCIAL SECURITY NUMBER

**Please ensure that your social security number is on file at Seckinger High School and is accurate. If inaccurate or not on file, you will encounter challenges and possibly a delay in access to financial resources such as the HOPE scholarship and/or grant.