

Transcript Request for Georgia Colleges & Universities

Please follow these steps to request your transcript:

(1) Log into your [GAFutures](#) account

***If you do not have one, please create one. This is the best way to request transcripts.

(2) Go to College Planning Tab

(3) Scroll down to High School Transcripts

(4) Complete the form and submit.

This will send a request to Temple High School counselors. We will send your transcript electronically to your requested schools.

Transcript Request: Outside the state of Georgia

If you need a transcript for a school located outside of the state of Georgia, please email your respective counselor and include:

- ❖ Date transcript is needed
- ❖ Email address of school admissions personnel or coach
- ❖ Physical Address of admissions office (for US Mail)

Please allow 10 business days before the school needs your transcript to ensure your transcript has time to arrive at its destination before the deadline.

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