

Transcript Requests

CURRENT STUDENTS:

Transcript for Scholarships or Insurance: Current students who need a copy of their transcript for scholarships or insurance (proof of grades) click [HERE](#) to make a transcript request. Please allow 48 hours to fill your request. Pick up your transcript in the Counseling Office.

Transcript for Colleges in Georgia: Current students should use the GAfutures website to send transcripts to colleges in Georgia. It is free to send your transcript through GAfutures. Click [HERE](#) to access GAfutures.

Transcript for Out of State Colleges: Current students who need a printed transcript for an out of state college click [HERE](#) to make a transcript request. Please allow 48 hours to fill your request. Pick up your transcript in the Counseling Office. Transcripts are provided in sealed envelopes which should not be opened prior to mailing. It is the student's responsibility to mail the transcript to his/her college.

FORMER STUDENTS:

Students who graduated more than three years ago must get transcripts and records from Central Office. Click [HERE](#) to request transcripts and student records from Central Office.

Transcript for Colleges in Georgia: Students who graduated in 2014 or later should use the GAfutures website to send transcripts to colleges in Georgia. It is free to send your transcript through GAfutures. Click [HERE](#) to access GAfutures.

Transcript for Other Reason: If you graduated three years ago or less and need a printed transcript click [HERE](#) to make your transcript request. Please allow 48 hours to fill your request. There is a charge of \$1 for printed transcripts. Transcripts must be picked up in the Counseling Office. We do not mail transcripts.