

OBTAINING TRANSCRIPTS

Official Initial Transcript Request

- Once you add your school counselor in Common Application, the counselor will automatically send.
- All other transcript requests must be made through [Scrib Order](#).
 - If a student is under 18, a parent will need to upload a copy of their identification to the portal.
 - If over 18, the student will need to upload a copy of their identification to the portal.
 - This is a free service to current students.
 - If you do not have a Social Security Number, then enter 0000.
 - An email confirmation goes to the address that was entered in Scrib Order.

Weighted vs Unweighted Transcript

- If you want the **UNWEIGHTED transcript** sent, please complete a [Choice Form](#) and submit it to Ms. Movilla-Leal in the counseling office prior to making any transcript requests. The unweighted will be sent to EVERY college to which you apply. **UGA requires students to upload an unofficial unweighted transcript that you send on your own after applying.

Common Application Mid Year Report

- If your college requires a mid year report, counselors will automatically send as soon as we have first semester grades. These are usually completed in mid-January.

End of Year Final Transcript

- All students will request their final official high school transcript in MAY (not before then) using the Scrib Order process above.