Attention Seniors...

FINAL TRANSCRIPTS

If you plan to attend any Postsecondary Institution, a final transcript ***must*** be sent. Below are three methods to obtain a final transcript.

1. IF YOUR COLLEGE IS IN GEORGIA:

You can send your transcript electronically at www.gafutures.org. Final transcripts should be available online **after Wednesday, June 4, 2025**. Please check your college deadline.
**Your SSN must be on file with GOC for you to use this option.

2. IF YOUR COLLEGE IS NOT IN GEORGIA OR IF YOU NEED TO SEND A PAPER FINAL TRANSCRIPT:

Please fill out a transcript request form at:
https://schools.gcpsk12.org/site/handlers/filedownload.ashx?moduleinstanceid=40459&dataid=68302&FileName=Transcript_Request.pdf

- Fill out this form completely prior to submission
- You may submit this form in the following ways:
  - Via email to: gwinnettonline@gcpsk12.org
  - Via Fax at: 770.326.8064
  - Dropping the form off at the front desk at GOC
- If you plan to pick your transcript up at GOC, the sealed final transcript will be available at the GOC front desk beginning on **Wednesday, June 4, 2025.**
- Paper copies of the transcript request form are available at the front desk and copies will be available at Graduation Practice on **Thursday, May 22nd.**

3. IF YOU WOULD LIKE TO SEND YOUR FINAL TRANSCRIPT VIA NAVIANCE:

- Log in to Naviance and Select the "College" Tab
- Click on "College I'm Applying To."
- If you do not have a college listed, add it through the search feature.
- If you do have the college you are attending listed, then select "college I'm attending," and then update
- Next, click on "Request Transcripts" in the top, right-hand corner.
- Now, select "Final" and the college you are attending from the drop-down menu.
- Finally, select "Request & Finish."