



## How to send your FINAL Transcript for College

**\*\*Final Transcripts are not available until the second week in June\*\***

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

\*NCAA- ALL transcripts will be uploaded in the NCAA Portal after **June 10th**.

### **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 10th. GCPS does not send your final transcript to GaFutures until June 10th. If you request your transcript before then, it will be your OLD transcript from January.
3. Follow these directions after June 10th [GaFutures Transcript](#)
4. *If you are unable to send your transcript through GaFutures, follow the directions below for an OUT OF STATE transcript request and simply mail your official transcript to your college.*

### **If you are attending a college OUT OF STATE:**

1. Pay \$5 through [MPP](#) and final transcripts will be available **June 10th**.
2. Request your FINAL Transcript through [Naviance](#) (digital) or request a hard copy
3. Transcripts will be available for pick up on **Tuesdays** and **Thursdays** in **June** and **July** in the front office from **8:00 am-2:00 pm**. Hard copies take 48 hours to process and become available for pick up.
4. Transcripts will be sealed and must remain unopened for it to be classified as “official”. You will be responsible for providing a postage and mailing the transcript to its final destination.

**\*\*Students wanting hard copies of transcript must request them through [MPP](#)\*\***

***Lanier 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 NUMBERS**

**\*\*Please ensure that your Social Security Number is on file at Lanier High School and is accurate before graduation. 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 and sending transcripts.**