OBTAINING TRANSCRIPTS

Initial Transcript Request

- Once you add your school counselor in Common App, they will automatically send your initial transcript – no separate request needed.
- All other transcript requests must be made through **ScribOrder**.
  - For students under 18, a parent/guardian must upload a copy of their ID to the portal. For students over 18, the student must upload a copy of their ID.
  - If you do not have a Social Security Number, then enter 0000.
  - An email confirmation goes to the address that was entered in ScribOrder, so be sure you enter it correctly.

Note on Unweighted Transcripts

- UGA applicants must upload an unofficial unweighted transcript to their applicant portal after they apply via Common App. Download your unofficial unweighted transcript from the Documents tab in Infinite Campus.
  - UGA applicants who are able: please also send your transcript via GAFutures. See **https://www.gafutures.org/media/z2janyk1/requesting-your-transcript-2-0.pdf** for directions.
  - If you get an error message in GAFutures, it may be due to a mismatch or incorrect entry of your Social Security # - please bring your Social Security card to the Counseling Office so we can assist!
- If you want your unweighted transcript sent to any other colleges, please see Ms. Movilla-Leal in the Counseling Office. The unweighted transcript will be sent to EVERY college to which you apply, so be certain you want to choose this option!

Common Application Mid Year Report

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