Sending Transcripts to Colleges

Sending your transcript to colleges is an easy process that you can complete yourself by following the steps below. FINAL transcripts will be ready for you to send to colleges after June 1st. It is your responsibility to send the FINAL transcript to the college of your choice.

1. Log on to [www.GACollege411.org](http://www.GACollege411.org) using your username/password.
2. Click on “College Planning Tab”
3. Click on “Applications and Transcripts”
4. Click on “Request a Transcript.”
5. Select the college you want to receive your transcript and submit.

You’re done! You can check the HISTORY box to see which schools you have sent your transcript to.

Possible problems

* The website may say that you need to add your Social Security number to your Profile on GACollege411. This is an easy task.
* The college you want to send a transcript to may not be listed in the drop-down box on this website. If this happens, you should contact Mrs. Bryant in the Guidance Office to request that she send your transcript to that college.

NOTE: Your major testing scores will not be visible on the electronic transcript. You must request those scores be sent directly from College Board (SAT scores) or ACT to the colleges. Colleges will not accept score reports from the high schools.