Grayson High School Transcript Request

- *Requests for students who graduated or withdrew prior to 2015 must contact the GCPS County Office of Student Records at 678-301-6144*

1) <u>FREE Official Transcripts:</u>

a. Go to GAfutures. This only applies to Georgia schools.
b. Go to The Common Application. Applicable to some Georgia Colleges and over 600 colleges nationally. Upon request of a counselor's recommendation from this site, your transcript will be uploaded for free.

2) <u>Official Transcripts:</u>

a. There is a $5.00 fee for <u>each</u> official transcript request that **MUST** be paid at the time of the request.
   - Cash, check or money order only
   - Please make payable to Grayson High School
b. Ways to order:
   - Download Transcript Form and return with payment to Counselor's Suite
   - Visit Counselor's Suite and fill out Transcript form
   - Order through MyPaymentsPlus until Friday, May 26, 2017

3) <u>SENIORS – Year End Transcript Release:</u>

a. You **MUST** send a **<u>Final</u> Transcript with Graduation Date** to your College or Institution. Failure to do so could delay registration of classes.
b. There is a $5.00 fee for <u>each</u> official transcript request that **MUST** be paid at the time of the request.
   - Cash, check or money order only
   - Please make payable to Grayson High School
c. Ways to order:
   - Fill out blue form handed out during Senior Survey
   - Visit Counselor's Suite and fill out Senior Year End Transcript form
   - Download Senior Year End Transcript Form and return with payment to Counselor's Suite
   - Order through MyPaymentsPlus until Friday, May 26, 2017
d. Must be received BEFORE May 1, 2017.

4) **<u>Unofficial Course Summary Report:</u>**

a. Sign on to your Parent Portal Account.
b. Click on COURSE HISTORY tab.