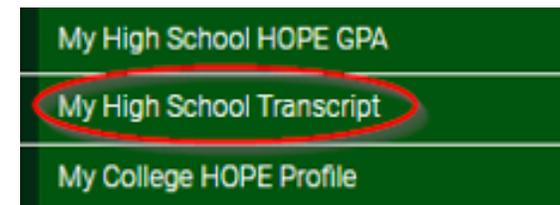


# Student Requests High School Transcript sent to PSIs

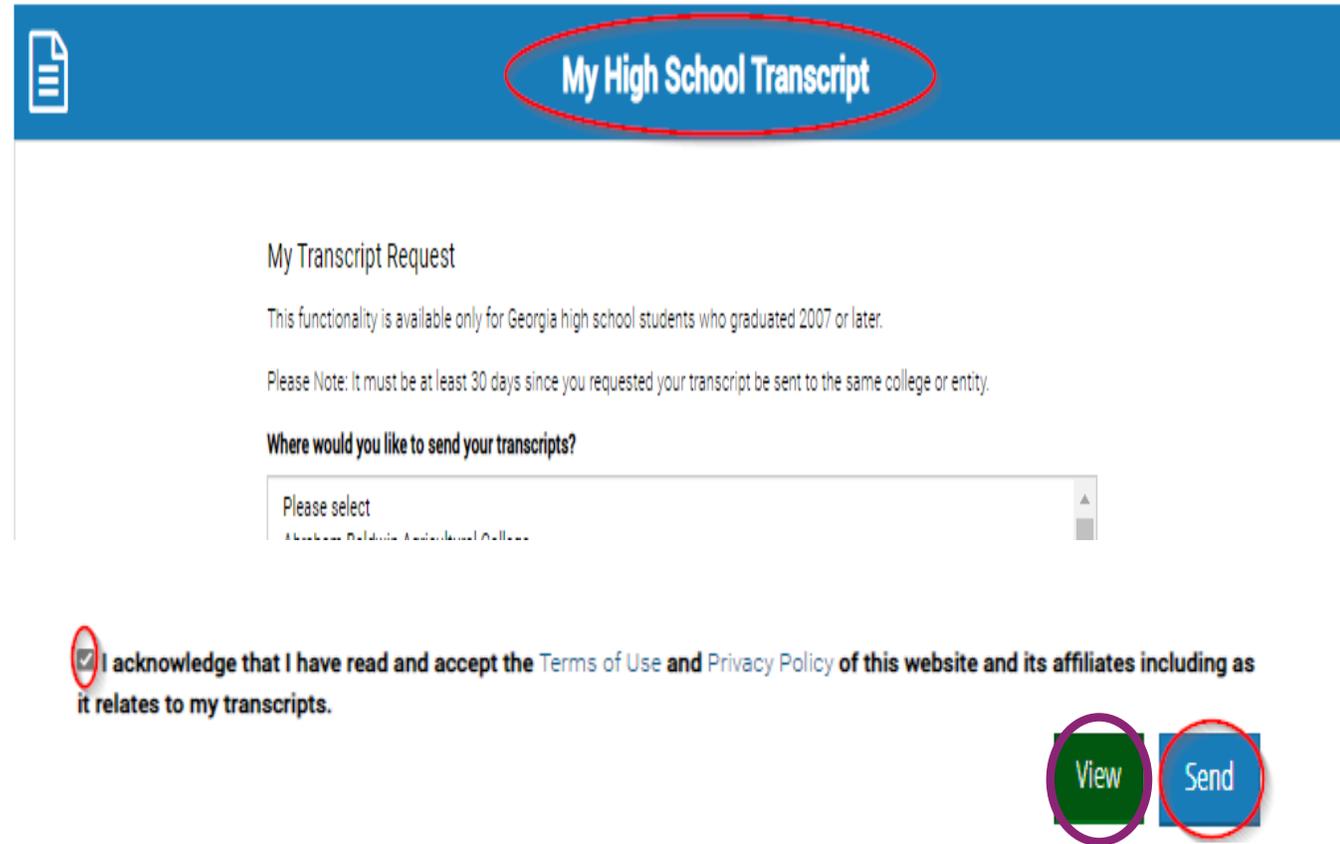
Updated January 2022

- Revised the High School Transcript option for student to request their transcript be sent to a HOPE eligible institution or NCAA
  - High Schools no longer fulfill transcript requests submitted by students
  - Transcript data already submitted to GSFC for HOPE & Zell Miller Scholarship purposes is ready to be sent
  - Improving the turnaround time transcripts are provided to eligible PSIs & NCAA based on students' requests
- New process now live:
  - Student signs into GAfutures Account, in My GAfutures - My High School Transcript



# Student Requests High School Transcript sent to PSIs

- Student may request transcript(s) be sent to (up to 6) eligible PSI(s) &/or NCAA at one time
- Students are advised on screen to **View** their transcript before requesting it be sent, to ensure the latest courses information is listed, if not advised to check back
- Must be at least 30 days since last request for same college or entity (message provided on screen)



**My High School Transcript**

My Transcript Request

This functionality is available only for Georgia high school students who graduated 2007 or later.

Please Note: It must be at least 30 days since you requested your transcript be sent to the same college or entity.

Where would you like to send your transcripts?

Please select

I acknowledge that I have read and accept the [Terms of Use](#) and [Privacy Policy](#) of this website and its affiliates including as it relates to my transcripts.

**View** **Send**

# Student Requests High School Transcript sent to PSIs

- After student selects Send, the request will process by GSFC only if the Transcript Preference question is displaying as “Yes” in STARS under HS Transcript Profile-Transcript Preference
- If the STARS Transcript Preference question is displaying “No”, the request will not process
- High Schools may choose to not allow transcripts be requested through GAfutures

- + [HOPE GPA Reports](#)
- + [Verified Records](#)
- + [School Information](#)
- + [Capture and Edit Documentation](#)
- + [Inbox](#)
- + [School Selection](#)
- + [FAFSA Completion Data](#)
- + [Transcripts](#)
- [High School Transcript Profile](#)
- [Transcript Preference](#)
- [Add/Update Term Information](#)

## Transcript Preference

Georgia students, with transcript data submitted to GSFC/GAfutures by their high schools, may request their high school transcript (underclass, preliminary or final) be sent electronically to one or more of the HOPE Scholarship Eligible postsecondary institutions or NCAA.

The student must sign into their GAfutures account, go to: MY High School Transcript and complete the request. If your high school lists "Yes" in the question below, the transcript record on file will be sent to the college(s) the student selected automatically. Your high school does not have to do any processing or approval.

Does this high school allow its students to request an electronic transcript through GAfutures?  No  Yes

# Student Requests High School Transcript sent to PSIs

- If processable, student receives two messages, a pop-up after selecting Send & another in their Message Center inbox with request details listing PSIs or NCAA requested

Pop-up on screen

Message Center

Your transcript will be sent to the college(s) or entity you requested within 72 hours. GSFC will respond to this request in your GAfutures Message Center once the request has been processed.



Your request for GSFC to send your transcript to Abraham Baldwin Agricultural College, Devry University, NCAA has been successfully received and will be sent electronically overnight. The timeframe for when the college or agency reviews transcripts may vary.

- If the high school does not allow transcripts to be requested by students in GAfutures:
  - Student receives a pop-up message after selecting Send, but no message appears in their Message Center inbox

Your high school does not currently accept GAfutures automated transcript requests from students. Please contact your high school directly for their transcript request procedure.

# Student Requests High School Transcript sent to PSIs

- GSFC receives student's request & the processing details show for the High School in STARS under **Released Transcript History**
- High Schools can view students' transcript requests processed date and the PSIs &/or NCAA
- Released By column will display GSFC going forward
  - Search Transcripts for Prev. Year(s) is available for reviewing transcripts released a previous year

- + [HOPE GPA Reports](#)
- + [Verified Records](#)
- + [School Information](#)
- + [Capture and Edit Documentation](#)
- + [Inbox](#)
- + [School Selection](#)
- + [FAFSA Completion Data](#)
- [Transcripts](#)
  - Upload Transcripts
  - View Transcripts
  - Edit Transcripts
  - Release Transcripts
  - Uploaded Transcripts History
  - Released Transcripts History
  - Search Transcripts for Previous Year(s)
  - High School Transcript Profile

Released Transcripts History							
<ul style="list-style-type: none"><li>• Only the CURRENT processing year transcripts will be displayed.</li><li>• By clicking on the Column Headers, you can sort the list in ascending or descending order.</li></ul>							
You must enter the start and end date parameters to pull this report							
Start Date:	<input type="text" value="01/01/2022"/>	End Date:	<input type="text" value="01/31/2022"/>				
<input type="button" value="Get Report"/>							
<input type="button" value="Copy"/>	<input type="button" value="CSV"/>	<input type="button" value="Excel"/>	Show <input type="text" value="10"/>	entries	Search: <input type="text"/>		
Name	DOB	SSN	Date Received	Date Processed	Released To	Released By	
...	...	...	01/31/2022	01/31/2022	DEVRY UNIVERSITY	GSFC	
...	...	...	01/31/2022	01/31/2022	ABRAHAM BALDWIN AGRICULTURAL COLLEGE	GSFC	
...	...	...	01/31/2022	01/31/2022	NCAA	GSFC	

# Student Requests High School Transcript sent to PSIs

- Once GSFC releases the transcript, student receives message(s) in their Message Center inbox for those college(s) &/or NCAA

- Message Center: *Your transcript transfer request for ABRAHAM BALDWIN AGRICULTURAL COLLEGE has been processed and sent to school.*

*Your transcript transfer request for DEVRY UNIVERSITY has been processed and sent to school.*

*Your transcript transfer request for NCAA has been processed and sent.*

- Transcript on file will be sent to PSI or NCAA
  - PSI receives their transcript files in SURFER or by SFTP and NCAA receives theirs by file
  - Timeframe for reviewing transcripts by college(s) & NCAA can vary