Grayson High School Transcript Request

- *Requests for students who graduated or withdrew prior to 2016 must contact the GCPS County Office of Student Records at 678-301-6144*

1) **FREE Official Transcripts:**
   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) **Official Transcripts:**
   a. There is a $5.00 fee for each 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) **SENIORS – Year End Transcript Release:**
   a. You **MUST** send a **Final 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 each 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) **Unofficial Course Summary Report:**
   a. Sign on to your Parent Portal Account.
   b. Click on COURSE HISTORY tab.