

# Need to request a transcript? Here's how...

## **Submit Your Transcript Request**

Pull your card from the Transcript Requests box on Mrs White's desk. Complete the form by filling out one line for each transcript you are requesting. If you need 3 transcripts, you will fill out 3 lines on the card.

## **Information You Will Need to Complete Your Request:**

- Deadline
- Name of College or Scholarship
- Mailing Address for the College Office of Admissions or Scholarship (if sending paper transcript)
- Copy of Counselor Recommendation Form (if required--see below) \*  
\*Completed Senior Questionnaire/Parent Questionnaire (see below)
- Payment (Cash Only; see fees below)

## **Transcript Fees Summary (Cash Only)**

**Paper Transcripts: \$3 each**

**Envelope/Postage: \$2 each**

**Late Fee: \$2 each** (applied to requests submitted less than 10 days in advance of the deadline)

## **Know your Deadline!**

It takes time for a transcript request to be processed. You need to make sure requests are submitted at least 10 school days prior to their deadline.  
*A \$2 late fee will be applied to requests submitted less than 10 school days in advance.*

## **Recommendation Required?**

Check the college or scholarship website to see if a counselor recommendation is required. If you need a recommendation\*:

- print out a hard copy of the recommendation form and attach it to your transcript card when you submit your request.  
— OR —
- submit the recommendation request to your counselor electronically via the Common App/College website if this service is available.  
*\* If a counselor recommendation is required, you must turn in a completed senior profile*

## **Electronic or Paper?**

Transcripts can be submitted electronically to:

- colleges in the University System of Georgia
- colleges that accept applications via the Common App
- the NCAA Clearinghouse

There is no charge for electronic transcripts. Transcripts to all other college must be submitted on paper. There is a charge of \$3 for each paper transcript.  
*Students are expected to follow up with the college to ensure that their transcript has been received.*

## **Envelope & Postage Needed?**

Paper transcripts will be sent to the college/scholarship via the US Postal Service. You have two options:

- The counseling office will provide an envelope and postage for an additional \$2 per transcript. If you use this service, you must include the mailing address on your request.
- You can also provide your own self-addressed 9x12 envelope with postage (3 stamps) which must be attached to your transcript card at the time the request is submitted.

## **GA College 411**

Students have the capability to request transcripts using their GACollege411 account (see directions on our website [www.mycentennialcounseling.com](http://www.mycentennialcounseling.com)).

Centennial will accept requests submitted via the GACollege411 website; *however your transcript will not be submitted to a college until we have received a completed transcript card request corresponding to the online request.*

