

Request for FINAL Transcript Instructions 2022

Seniors: It is the responsibility of ALL college-bound graduates to send a final transcript to the college/university where s/he plans to enroll once all final PRHS grades from Q3/Q4 have posted to course history. Please note that a final transcript is **not** automatically sent to colleges by way of PRHS or by the PRHS Counseling Department.

All final transcript request(s) must be handled by the graduate or their parent/guardian, prior to college matriculation.

STEP 1 – Identify Your Student Type (A or B):

[Type A] In-state college bound – any college/university in the state of Georgia.

i.e. GSU, UGA, GGC, GA Tech, UNG, Spelman, Mercer, Kennesaw State, etc.

[Type B] Out-of-state college bound – any college/university outside the state of Georgia.

i.e. - Baylor, Florida State, UCLA, USC, Howard, Clemson, Notre Dame, etc.

STEP 2 – According to your above Student Type (A or B) do the following:

For **(A)** Student Types:

→ Attending a college/university **IN** the state of Georgia:

- Log into your GA Futures account at www.gafutures.org. Click the "MY HIGH SCHOOL TRANSCRIPT" located on left side of the page in **GREEN**. Follow the prompts under "MY TRANSCRIPT REQUEST." Check the "I acknowledge that I have read..." box followed by "SEND."
- **IMPORTANT:** Your social security card must be on file at PRHS/stored in our student data system in order to utilize this free transcript request feature through your GA Futures account.
 - In addition, your GA Futures profile must be complete with your full (legal) name, date of birth, and social security number (SSN). All three have to be input correctly to successfully send.

*****DO NOT submit your GAFutures final transcript request until MONDAY, JUNE 13th.*****
Your final spring semester (Q3/Q4) grades will not be reflected on your transcript until then!

For **(B)** Student Types:

→ Attending a college/university **OUTSIDE** the State of Georgia:

- All seniors are eligible to request one, hard copy official transcript through MyPaymentsPlus (MPP) for FREE! 😊
- Go to www.mypaymentsplus.com. Create an account or log into your account. Under "EVENTS & ACTIVITIES", scroll down to "PRHS FINAL Official Transcript – Free of Charge for Seniors" and follow prompts after to complete checkout.
- **Any official transcript(s) ordered prior to Monday, May 30th will be ready for pick up in the PRHS Front Office beginning Monday, June 6th.**
 - Transcripts ordered after May 30th will result in a processing delay.
- Need more than one copy of your official transcript? Additional transcripts can be requested through MyPaymentsPlus (MPP) from the "Transcripts (For current high school students only) – Hard Copy \$5.00 each" tab for a \$5.00 processing fee for each copy.

NOTE: Access to MyPaymentsPlus for the Class of 2022 seniors will conclude on July 1st.
All requests **MUST** be submitted prior to then in order to ensure receipt and readiness.