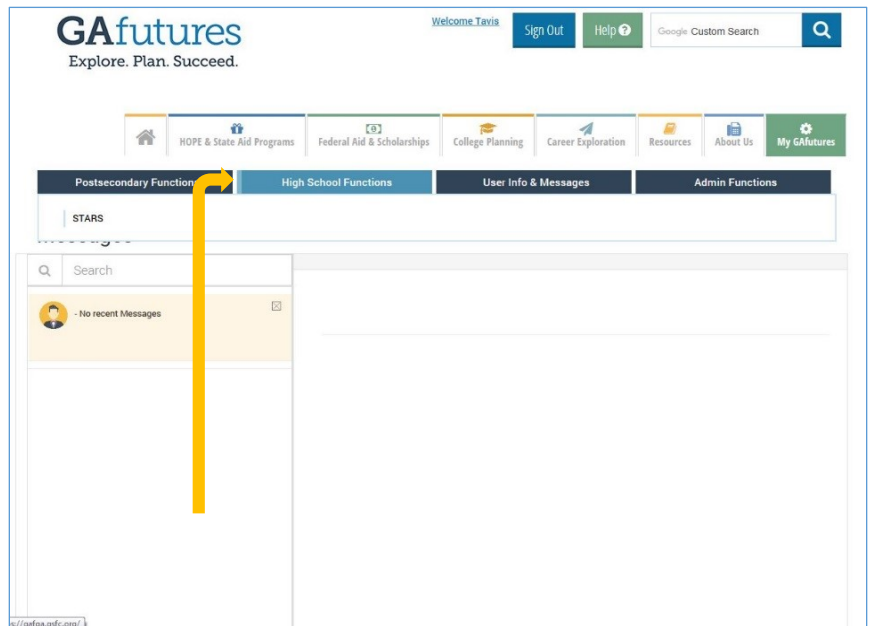


Step 1:

To send transcripts electronically to a participating postsecondary institution in Georgia, go to the My GAfutures tab, and look for the **High School Functions** menu located in the mega menu at top of the screen.

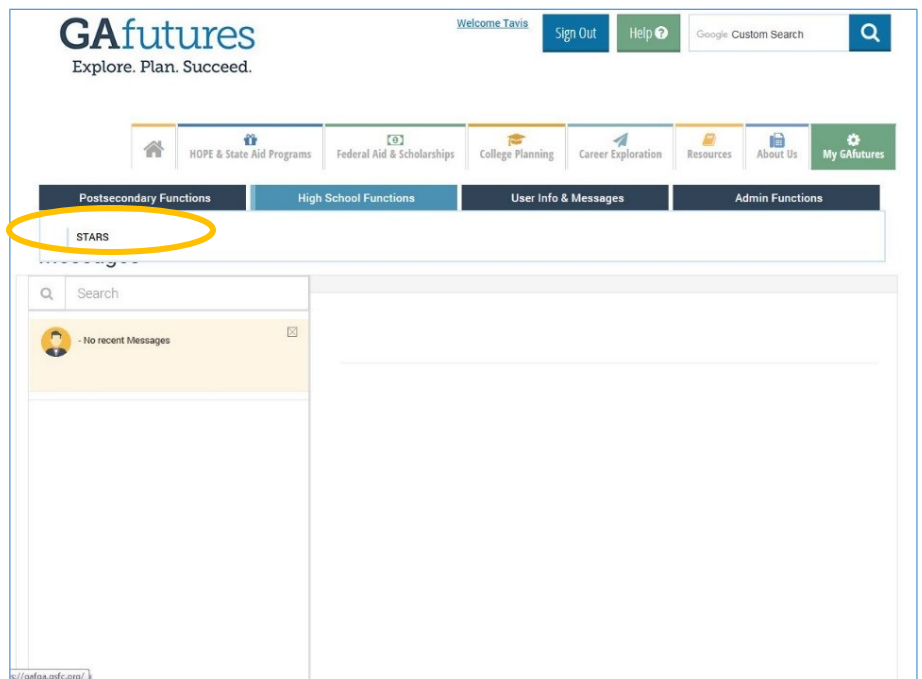
Note: If you do not see the **High School Functions** menu, you will need to contact your Institution Admin, District Admin or GSFC to be granted access to **GAfutures**.



Step 2:

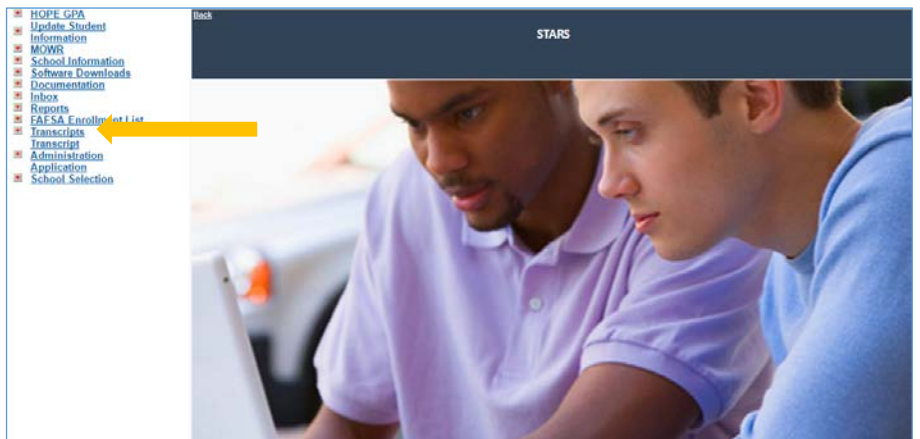
Now that you have access the High School Functions menu, you will see multiple options. **STARS** is the first option for you to select in the drop down.

Note: Depending on your access level, you may see different menu options.



Step 3:

To send transcripts, select **Transcripts** from the options on the left side of the screen.

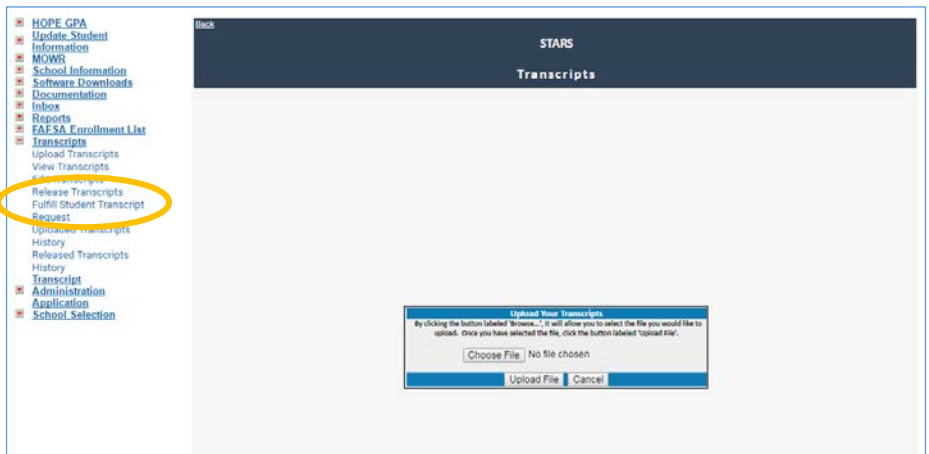


Step 4:

Transcripts can be sent two ways:

Release Transcripts – Allows the school to release a student’s transcript to a school from a drop-down menu. This process would be used if you have students complete a paper form to send transcripts.

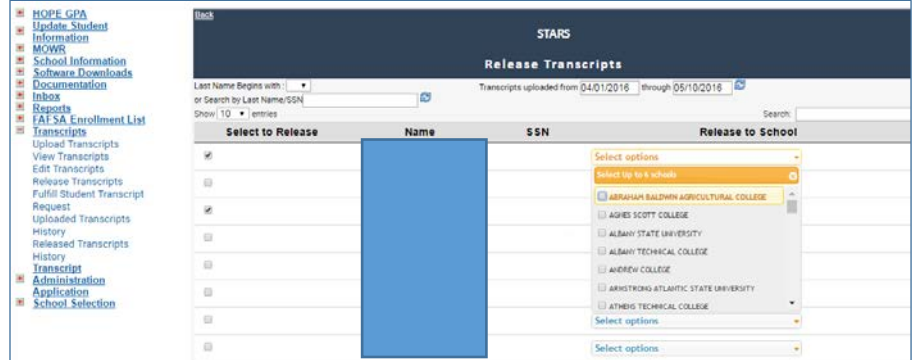
Fulfill Student Transcript Request – Allows schools to fulfill the student request which was requested electronically through **GAfutures**. Schools have the ability to turn on/off the feature that allows students to request transcripts electronically. This is done in the **Transcript Administration Application** screen.



Step 5a:

If you choose the **Release Transcripts** options, select the student or students whose transcript(s) is being released. Multiple students can be sent at one time provided they are being sent to the same postsecondary institution.

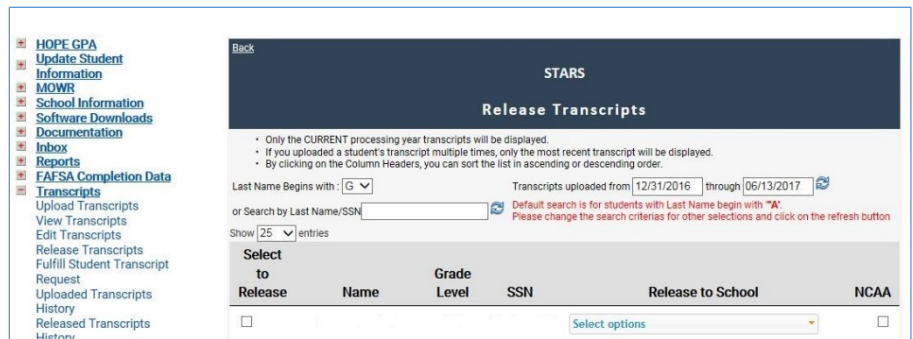
Note: Make sure you have the correct dates in the **Transcripts** uploaded fields in order to send the most accurate transcript.



Step 5b:

If your school allows students to request transcripts be sent to postsecondary institutions, then you will use the **Fulfill Student Transcript Request** option to release the transcript. You will have the ability to fulfill or deny the transcript request.

Note: Schools also have the ability to send transcripts to NCAA.



Step 5c:

In order to locate transcripts for prior year graduates, please use the **Search Transcripts for Previous Year(s)** option.

Note: The Student Social Security Number is required to search for prior year transcripts for graduates.

