



Final transcripts for Class of 2026

- Archer High School does **NOT** mail, fax, electronically upload or email transcripts or school records to any college or university.
- Ordering and sending transcripts is the **responsibility of the graduate!**
 - Final transcripts will not be available until June 8th.
- **TRANSCRIPTS SENT BEFORE June 8th, ARE NOT CONSIDERED A FINAL TRANSCRIPT**

Before Graduation PRE-ORDERS	After Graduation FINAL TRANSCRIPTS
Before graduation, you may pre-order your final transcripts through My Payments Plus www.mypaymentsplus.com Archer HS Class of 2026 *Pre-Order* FINAL PAPER TRANSCRIPT →Events and Activities →Show Filter →Categories →Transcripts Official transcripts are \$5.00. Transcripts comes in sealed envelope, ready for <u>YOU</u> to address and mail to college(s) Available pick-up date: June 8th in Main Office at Archer High School After graduation, at some point, your MyPaymentsPlus account is no longer active, since you are no longer a GCPS student.	1. If you did not pre-order your transcripts through My Payments Plus, you will need to call the school and place your order*: 678-407-7701 \$5.00 CASH– Exact amount / No change given (1) transcript comes in a sealed envelope, ready for <u>YOU</u> to address and mail to a college *Allow 48 hours for request to be processed Available pick-up date: June 8th in Main Office at Archer High School OR 2. ***STUDENT sends final transcripts through their GAFutures acct. AFTER: June 8th ***If student's social security number was not on file PRIOR to graduation, you will not be able to use this option ARCHER HIGH SCHOOL DOES <u>NOT</u> SEND FINAL TRANSCRIPTS TO COLLEGES/UNIVERSITIES. SENDING FINAL TRANSCRIPTS IS THE RESPONSIBILITY OF THE STUDENT.
When arriving at school, please ring doorbell at the front doors for assistance. To pick-up transcripts, you will need a picture ID: Students: Will need a picture I.D. to pick-up. Parents: If you are picking up for your student and they are over 18 years old, you will need a copy of the student's picture ID and a letter written by the student allowing you permission to pick-up transcript. Summer Hours: May 27th – July 31st 7:00 a.m. – 3:00 p.m. (School Closed: July 3rd) Counselors do NOT work during the summer break.	
Electronic Options GCPS Student Records Request: https://gwinnettschoolsga.scriborder.com/ GA Futures*** (In-State School only) Schoolinks is not an option to send final transcripts after graduation. ***If student's social security number was not on file PRIOR to graduation, you will not be able to use this option	

How to send a FINAL Transcript to your college (other side)

HOW TO SEND FINAL TRANSCRIPTS TO YOUR COLLEGE / UNIVERSITY

If you are attending a college IN THE STATE OF GEORGIA:	If you are attending college *OUT OF STATE:
<u>Options:</u> <u>PAPER COPY</u> **Order an official transcript on MyPaymentsPlus: →Events and Activities →Show Filter →School Fees Official transcripts are \$5.00 /ea. ** (At some point after graduation, your MPP account will no longer be an option and you will need to call the school to order your transcript) OR 1. Call the school and order your paper copy. Allow 48 hrs. for processing. 2. Come to ARCHER HS AFTER June 8th and we will process an official sealed transcript. Cost: \$5.00 Cash /ea. 3. <u>STUDENT</u> addresses the envelope and mails transcript to college. <u>GAFutures</u> 1. Log into your https://www.gafutures.org account. 2. Do NOT request your transcript until AFTER June 8th. GCPS does not send your Final Transcript to GAFutures until June 8th, so if you request your transcript before then it will be your OLD transcript from January. 3. Follow these directions AFTER June 8th:  4. If, for some reason, you are unable to send your transcript through GAFutures, follow the direction to the right for OUT OF STATE transcript requests and simply mail your official transcript to your college.	<u>Options:</u> <u>PAPER COPY</u> *(Only option) **Order an official transcript on MyPaymentsPlus: →Events and Activities →Show Filter →School Fees Official transcripts are \$5.00 /ea. ** (At some point after graduation, your MPP account will no longer be an option and you will need to call the school to order your transcript) OR 1. Call the school and order your paper copy. Allow 48 hrs. for processing. 2. Come to ARCHER HS AFTER June 8th and we will process an official sealed transcript. Cost: \$5.00 Cash /ea. 3. <u>STUDENT</u> addresses the envelope and mails transcript to college. ***IMPORTANT*** ARCHER HIGH SCHOOL DOES <u>NOT</u> SEND FINAL TRANSCRIPTS TO COLLEGES/UNIVERSITIES. <u>SENDING FINAL TRANSCRIPTS IS THE RESPONSIBILITY OF THE <u>STUDENT.</u></u>
GCPS Student Records Request: https://gwinnettschoolsga.scriborder.com/	

NCAA – Transcripts

If you need a transcript uploaded to NCAA, send it through your GAFutures account. Instead of selecting a college, you'll select NCAA in the drop-down menu.