

COLLEGE APPLICATIONS **TRANSCRIPT REQUESTS AND** **RECOMMENDATIONS**

- The counselors will be processing transcript & letter of recommendation requests Sept. 7 thru Dec. 2nd and Jan. 9th thru May 5th
- The Counseling Office will not accept transcript requests after December 2nd in order to meet college deadlines in January.

HOW TO START YOUR APPLICATION

- Applying online is the quickest and easiest way. To apply to Georgia Colleges and Universities, go to GAFutures.org.
 - Remember to provide only what is requested on the application. Complete your application exactly as directed. Do not add information, recommendations, personal data sheet, etc. when it is not requested.
1. If applying to a college or university in the state of Georgia, you may request an electronic transcript via GAFutures.org.
 2. For non-electronic transcript requests, you should provide an addressed, stamped envelope with your name only in the upper left corner of the envelope for identification purposes. Give this envelope to Ms. Davis in the counseling office.
 3. If requesting electronic transcripts for non-Georgia schools, please contact your counselor directly. (For example: Common Application)

COUNSELOR/TEACHER RECOMMENDATIONS

Always give your counselor/teacher the recommendation form 3 WEEKS prior to the school's application deadline.

- Counselor/Teacher recommendations are mailed separately from the application.
- You must provide your counselor/teacher with a college addressed/postage affixed envelope for mailing your recommendation unless an electronic option is available.

SAT and ACT SCORES

SAT & ACT scores must be sent to the college by the testing service. The scores are not printed on your transcript and we do not have copies of your scores to send to the college.