

Sending Transcripts to Colleges

- 1 Select the **Applications and Transcripts** box

The screenshot shows the GAcollge411 website interface. At the top, there is a search bar and navigation links for Sarah Test, Sign Out, Talk to Us, and Need Help?. Below the search bar is a navigation menu with icons for Home, Career Planning, High School Planning, College Planning, Financial Aid Planning, and Your Portfolio. The main content area is titled 'College Planning' and features several sections: 'Prepare for College', 'Test Prep', 'Explore Postsecondary Schools', 'Explore Programs and Majors', and 'Applications and Transcripts'. The 'Applications and Transcripts' section is circled in red. To the right of the main content is a 'QUICKLINKS' section with links to College Matching Assistant, College Planning Timeline, Getting Ready for College, and Apply to College. Below that is a 'GUIDEWAYS' section with a link to Begin Guideways. At the bottom right is a 'YOUR PORTFOLIO' section with a link to the College Planning Index page and a Full Portfolio link. The footer contains navigation links, a copyright notice for 2009 Xap Corporation, and a 'POWERED BY' logo.

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- 2 Select [Request and Track Your Transcript](#)

The screenshot shows the GAcollege411 website interface. At the top, the logo 'GAcollege411' is displayed with the tagline 'Expand Your Opportunities'. A search bar is located in the top right corner. Below the logo, there are navigation tabs for 'CAREER PLANNING', 'HIGH SCHOOL PLANNING', 'COLLEGE PLANNING', 'FINANCIAL AID PLANNING', and 'YOUR PORTFOLIO'. The 'COLLEGE PLANNING' tab is selected, and the sub-menu 'Applications and Transcripts' is active. The main content area is titled 'Applications and Transcripts' and contains four cards. The first card is 'APPLY TO COLLEGE AND TRACK YOUR APPLICATIONS' with a duration of 45-60 minutes. The second card is 'PRACTICE A COLLEGE APPLICATION' with a duration of 30-45 minutes. The third card, 'REQUEST AND TRACK YOUR TRANSCRIPT', is circled in black and describes creating a request to have transcripts sent to a chosen destination. The fourth card is 'BE A STAR -- GET RECRUITED!' which helps users get recruited by colleges. At the bottom, there are logos for the Georgia Student Finance Commission and Xap Corporation, along with a copyright notice for 2009 Xap Corporation.

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- 3 You must be associated with your high school to request transcripts

The screenshot shows the GACollege411 website interface. At the top, there is a search bar and navigation tabs for Career Planning, High School Planning, College Planning, Financial Aid Planning, and Your Portfolio. The user is logged in as Sarah Test. The main content area is titled "Your Profile" and "The Basics". Under "THIS IS ME", the user's profile information is displayed, including their name (Sarah Test), email address (sarahtest2@gacollege411.org), account name (sarahtest2), date of birth (August 13, 1995), and year of graduation (2013). The permanent address is listed as 123 Main Street, Acworth, GA 30101, with the county as Cobb. A "Mailing address" section is also present. Below this, a section titled "My Account is connected to:" shows a connection to "Harrison High School (Primary connection)", which is circled in red. There is also a "Remove" link next to this connection. At the bottom, there is a "DEMOGRAPHICS" section.

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4 Request transcript

The screenshot shows the GAcollege411 website interface. At the top, there is a search bar and a 'Go' button. Below the search bar, there are navigation tabs for 'CAREER PLANNING', 'HIGH SCHOOL PLANNING', 'COLLEGE PLANNING', 'FINANCIAL AID PLANNING', and 'YOUR PORTFOLIO'. The 'COLLEGE PLANNING' tab is selected. Below the navigation tabs, there is a blue bar with links: 'Prepare for College', 'Test Prep', 'Explore Schools', 'Explore Programs and Majors', and 'Applications and Transcripts'. The 'Applications and Transcripts' link is highlighted. The main content area is titled 'Transcripts' and has a sidebar with 'Request Transcript' and 'History' options. The 'Request Transcript' option is selected. The main content area is titled 'ACCOUNT INFORMATION' and contains the following text: 'To request that your transcript be sent to a postsecondary institution or other destination, please select your high school and the destination.' Below this text, there are input fields for 'First name: Sarah', 'Middle name:', 'Last name: Test', and 'Date of birth: 8/13/1995'. There is a 'High School:' label followed by a 'Find' button. Below the 'High School:' label, there is a text box with the instruction 'Select destination from the list and click 'Continue':'. The text box contains a list of colleges: 'Abraham Baldwin Agricultural College', 'Agnes Scott College', 'Albany State University', 'Altamaha Technical College', and 'Andrew College'. Below the list, there is a 'Continue' button. At the bottom of the page, there is a footer with links: 'Home | Career Planning | High School Planning | College Planning | Financial Aid Planning | Your Portfolio | Need Help?'. Below the footer, there is a copyright notice: 'GAcollege411 Update & Statistics | Terms of Use | Privacy Policy | Sources | © 2009 Xap Corporation'. At the bottom of the page, there are logos for the 'Georgia Student Finance Commission' and 'POWERED BY xap'.