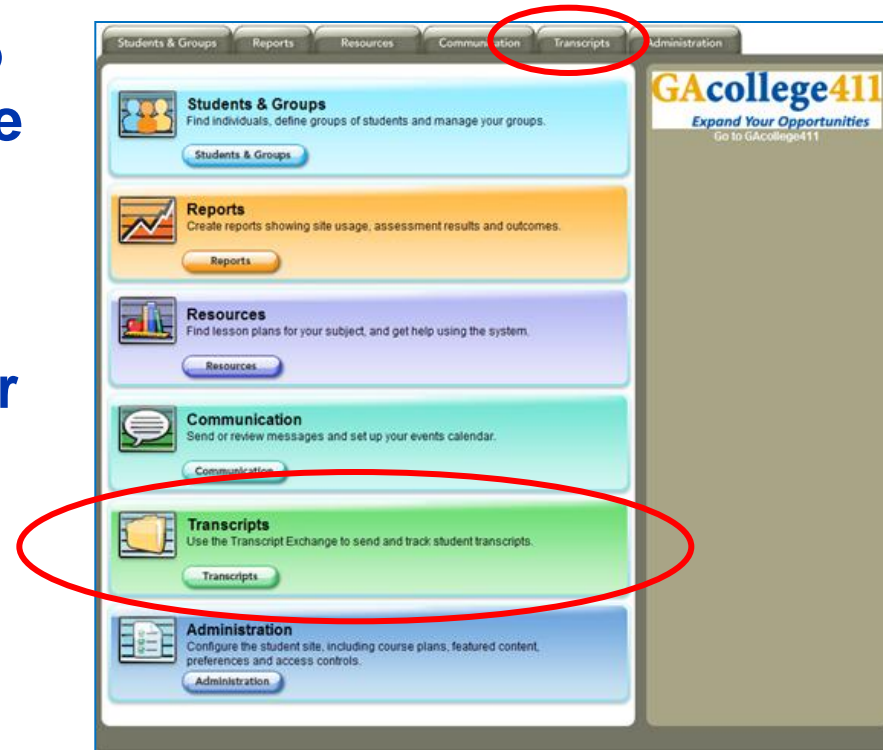


Sending Transcripts

- If you do not see the Transcripts Tab, you do not have the appropriate permissions to send transcripts and should see the Professional Center Administrator for your school
- First step to sending Transcripts is to select the Transcripts Tab 😊



Fulfill Transcript Requests

- There are two different ways to send transcripts
 - “Fulfill Student Transcript Requests” sends transcripts a student has requested electronically through GAcollege411
 - “Release Transcripts” manually selects the student and destination of transcript

The screenshot displays the GAcollege411 Professional Center interface. At the top, the logo "GAcollege411" is accompanied by the tagline "Expand Your Opportunities" and the text "Professional Center". A search bar and a "SIGN OUT" button are visible in the top right corner. Below the header is a navigation menu with tabs for "Students & Groups", "Reports", "Resources", "Communication", "Transcripts", and "Administration". The "Transcripts" tab is selected, leading to a main dashboard with a green header and a folder icon. The dashboard is divided into four sections:

- View New Requests**: Contains the sub-section "Fulfill Student Transcript Requests" with the description "View outstanding student transcript requests and transcripts that may fulfill them." and a link "Fulfill Student Transcript Requests".
- Send/Release Transcripts**: Contains the sub-section "Release Transcripts" with the description "Display the list of students with uploaded transcripts and release uploaded transcripts to colleges." and a link "Release Transcripts".
- Upload Transcripts**: Contains the sub-section "Upload Transcripts" with the description "Upload a file of student transcripts to the Transcript eXchange." and a link "Upload Transcripts", and the sub-section "Upload History Log" with the description "Display the history log of previous transcript file uploads." and a link "View History Log".
- Extras**: Contains the sub-section "Preferences" with the description "Set preferences for the Transcripts tools for your account." and a link "Account Preferences", and the sub-section "Download Extract Software" with the description "Download the extract software used with your Student Information System." and a link "Download Extract".

Fulfill Transcript Requests

- If you have no requests from students, this is the message you will see
- Congratulations, no work!!!



The screenshot displays the GAcollege411 Professional Center interface. At the top left, the logo reads "GAcollege411" with the tagline "Expand Your Opportunities" and "Professional Center" to its right. A search bar and a "SIGN OUT" button are located in the top right corner. Below the header is a navigation menu with tabs for "Students & Groups", "Reports", "Resources", "Communication", "Transcripts", and "Administration". The "Transcripts" tab is currently selected. The main content area features a green header with a folder icon and a white box containing the following text:

Fulfill Student Transcript Requests
No students have outstanding transcript requests.

Fulfill Transcript Requests

- If requests have been made, you might see this
- Checkboxes mean a transcript is available, and if all looks good, you can select the checkbox and “Send”
- The names with no available checkbox indicate an issue
 - First Name, Last Name, SSN match
 - Transcript not uploaded

Fulfill Student Transcript Requests

Please review each student's transcript and date uploaded. For each transcript that is valid to send, check the box next to the student's name. Click 'Send' to send all marked students.

	Last Name	First Name	DOB	View Requests	Transcript Date	View Transcript
<input type="checkbox"/>					6/8/2010 4:59 AM	
<input type="checkbox"/>					6/8/2010 4:59 AM	
<input type="checkbox"/>					6/8/2010 4:59 AM	
<input type="checkbox"/>					6/8/2010 4:59 AM	
<input type="checkbox"/>					3/26/2010 11:01 AM	
<input type="checkbox"/>					6/8/2010 4:59 AM	

Note: All times displayed in Pacific time zone.

The remaining requests require a new transcript upload. After generating a transcript file that fulfills the remaining requests, click [Upload Transcripts](#)

Transcript Release

- The “Release Transcripts” feature allows you to select students whose transcripts have been uploaded and then release them to colleges in Georgia

GAcollege411 Professional Center
Expand Your Opportunities

Students & Groups | Reports | Resources | Communication | **Transcripts** | Administration

Transcripts

View New Requests

- Fulfill Student Transcript Requests**
View outstanding student transcript requests and transcripts that may fulfill them.
▶ Fulfill Student Transcript Requests

Send/Release Transcripts

- Release Transcripts**
Display the list of students with uploaded transcripts and release uploaded transcripts to colleges.
▶ Release Transcripts

Upload Transcripts

- Upload Transcripts**
Upload a file of student transcripts to the Transcript eXchange.
▶ Upload Transcripts
- Upload History Log**
Display the history log of previous transcript file uploads.
▶ View History Log

Extras

- Preferences**
Set preferences for the Transcripts tools for your account.
▶ Account Preferences
- Download Extract Software**
Download the extract software used with your Student Information System.
▶ Download Extract

Transcript Release

- First, select the date range for which transcripts were last uploaded
- Once you have the transcripts, you can select the students whose transcripts are going to the same destination

Uploaded Transcripts: Select Students

Select the student transcripts you wish to release, then click Next to select the recipients.

Show transcripts uploaded from through Items per page:

Search: (optional)
First name, last name or birth date

Viewing 1 through 20 of 139 transcripts which match the chosen criteria.

<input type="checkbox"/>	Last Name	First Name	Birth Date	Date Uploaded	View Transcript
<input type="checkbox"/>				1/28/2010 10:34 AM	
<input type="checkbox"/>				1/28/2010 10:34 AM	
<input type="checkbox"/>				1/28/2010 10:34 AM	
<input type="checkbox"/>				1/28/2010 10:34 AM	
<input type="checkbox"/>				1/28/2010 10:34 AM	
<input type="checkbox"/>				1/28/2010 10:34 AM	
<input type="checkbox"/>				1/28/2010 10:34 AM	
<input type="checkbox"/>				1/28/2010 10:34 AM	
<input type="checkbox"/>				1/28/2010 10:34 AM	
<input type="checkbox"/>				1/28/2010 10:34 AM	
<input type="checkbox"/>				1/28/2010 10:34 AM	
<input type="checkbox"/>				1/28/2010 10:34 AM	
<input type="checkbox"/>				1/28/2010 10:34 AM	
<input checked="" type="checkbox"/>				1/28/2010 10:34 AM	

Transcript Release

- Now that you have your students, select where the transcripts will go
- The drop down box will indicate your choices:
 - GSFC (for HOPE purposes only)
 - NCAA Clearinghouse
 - Choose from the list below (Colleges)


Send Uploaded Transcripts: Select Destination Schools

Destination
<input type="checkbox"/> Choose one ...
<input type="checkbox"/> Choose one ...
<input type="checkbox"/> Georgia Student Finance Commission (GSFC)
<input type="checkbox"/> NCAA Eligibility Center
<input type="checkbox"/> Choose from the list below
<input type="checkbox"/> Agricultural College
<input type="checkbox"/> Agnes Scott College
<input type="checkbox"/> Albany State University
<input type="checkbox"/> Altamaha Technical College
<input type="checkbox"/> Andrew College
<input type="checkbox"/> Armstrong Atlantic State University
<input type="checkbox"/> Athens Technical College
<input type="checkbox"/> Atlanta Christian College
<input type="checkbox"/> Atlanta Metropolitan College
<input type="checkbox"/> Atlanta Technical College
<input type="checkbox"/> Augusta State University
<input type="checkbox"/> Augusta Technical College
<input type="checkbox"/> Bainbridge College
<input type="checkbox"/> Berry College

Transcript Release

- Once you select “Choose from the list below” from the drop down menu, the checkboxes become available
- Remember, you can send multiple students to the same destination school
- After you select your destination school, click “Next”

<input type="checkbox"/>	Reinhardt College
<input type="checkbox"/>	Savannah State University
<input type="checkbox"/>	Savannah Technical College
<input type="checkbox"/>	Shorter College
<input type="checkbox"/>	Shorter College Professional Studies
<input type="checkbox"/>	South Georgia College
<input type="checkbox"/>	South Georgia Technical College
<input type="checkbox"/>	Southeastern Technical College
<input type="checkbox"/>	Southern Polytechnic State University
<input type="checkbox"/>	Southwest Georgia Technical College
<input type="checkbox"/>	University of Georgia
<input type="checkbox"/>	University of West Georgia
<input type="checkbox"/>	Valdosta State GOML Graduate Programs
<input type="checkbox"/>	Valdosta State University
<input type="checkbox"/>	Valdosta Technical College
<input type="checkbox"/>	Waycross College
<input type="checkbox"/>	Wesleyan College
<input type="checkbox"/>	West Georgia Technical College
<input type="checkbox"/>	Young Harris College

Back Next 

Transcript Release

- The confirmation screen allows you to confirm that you have selected the correct student and the correct school

The screenshot shows the GAcollege411 Professional Center interface. At the top left is the logo 'GAcollege411 Professional Center' with the tagline 'Expand Your Opportunities'. To the right is a search box and a 'SIGN OUT' button. Below the logo is a navigation menu with tabs for 'Students & Groups', 'Reports', 'Resources', 'Communication', 'Transcripts', and 'Administration'. The 'Transcripts' tab is selected. The main content area is titled 'Release Transcripts' and contains a confirmation section: 'Send Uploaded Transcripts: Confirmation'. This section includes the text 'These transcripts will be sent:' followed by a table with columns for 'First Name', 'Last Name', and 'DOB'. Below this is a text input field. The text 'to the following destination schools:' is followed by a table with a column for 'Destination' and a text input field. At the bottom are 'Back' and 'Next' buttons.

First Name	Last Name	DOB
<input type="text"/>		

Destination
<input type="text"/>

Transcript View

- To view what is on the GAcollege411 transcript (see what the college sees), select “Release Transcripts” from the Transcript Menu

The screenshot shows the GAcollege411 Professional Center interface. At the top, there is a navigation bar with tabs for Students & Groups, Reports, Resources, Communication, Transcripts, and Administration. The Transcripts tab is selected. Below the navigation bar, there is a search box and a SIGN OUT button. The main content area is titled "Transcripts" and contains four panels:

- View New Requests**: Fulfill Student Transcript Requests. View outstanding student transcript requests and transcripts that may fulfill them. > Fulfill Student Transcript Requests
- Send/Release Transcripts**: Release Transcripts. Display the list of students with uploaded transcripts and release uploaded transcripts to colleges. > Release Transcripts (indicated by a red arrow)
- Upload Transcripts**: Upload Transcripts. Upload a file of student transcripts to the Transcript eXchange. > Upload Transcripts. Upload History Log. Display the history log of previous transcript file uploads. > View History Log
- Extras**: Preferences. Set preferences for the Transcripts tools for your account. > Account Preferences. Download Extract Software. Download the extract software used with your Student Information System. > Download Extract

Transcript View

- As before, verify the upload date range to ensure you have the most recent transcript
- Finally, select the icon for the pdf file under the “View Transcript” column

Uploaded Transcripts: Select Students























Select the student transcripts you wish to release, then click 'Next' to select the recipients.

Show transcripts uploaded from through items per page:

Search: (optional)
First name, last name or birth date

Viewing 1 through 20 of 139 transcripts which match the chosen criteria.

1 2 3 4 5 6 > >>

<input type="checkbox"/>	Last Name	First Name	Birth Date	Date Uploaded	View Transcript
<input type="checkbox"/>				1/28/2010 10:34 AM	 
<input type="checkbox"/>				1/28/2010 10:34 AM	 
<input type="checkbox"/>				1/28/2010 10:34 AM	 
<input type="checkbox"/>				1/28/2010 10:34 AM	 
<input type="checkbox"/>				1/28/2010 10:34 AM	 
<input type="checkbox"/>				1/28/2010 10:34 AM	 
<input type="checkbox"/>				1/28/2010 10:34 AM	 
<input type="checkbox"/>				1/28/2010 10:34 AM	 
<input type="checkbox"/>				1/28/2010 10:34 AM	 
<input type="checkbox"/>				1/28/2010 10:34 AM	 
<input type="checkbox"/>				1/28/2010 10:34 AM	 

Transcript View

- The GAcollege411 transcript organizes each core subject area, making it easy for the postsecondary institution to review
- There are also many important identifiers used in the college admissions process which are readily available to admissions officers

Official Transcript: 6/7/2010

State Student ID: [Redacted]
 Student SSN: [Redacted]
 Student Status: G
 Graduation Date: 05/29/2010
 Diploma Type: C

GPA(1): 4.063 GPA(2): 3.94
 Class Rank: -1-1
 Entry Date: 08/04/2006
 Transcript Type: Final

	WI	Yr/Tm	Gr	Other	Cr	CI	POS		WI	Yr/Tm	Gr	Other	Cr	CI	POS	
English																
23.0610060			07/02	96	1.0			Vocational								
23.2120062			09/02	91	1.0			07-4410010	Computer Applications*	06/01	92		1.0			
23.2120061			09/02	91	1.0			06-4120010	Business Law*	09/02	92		1.0			
23.2620061			09/01	89	0.5											
23.2620062			10/02	91	0.5											
			Subject Area Credit: 4.0													
Mathematics																
27.0610010			06/01	86	1.0			Non-Core								
27.0640010			07/02	91	1.0			06/01	96				1.0			
27.0650010			08/02	92	1.0			07/02	98				1.0			
27.2620010			08/01	83	1.0			07/01	96				1.0			
27.2710060			10/02	90	1.0			08/02	100				1.0			
			Subject Area Credit: 6.0					08/01	96					1.0		
								08/02	97				0.5			
								08/01	100				1.0			
								08/01	99				1.0			
								08/01	100				0.5			
								10/02	100				1.0			
								10/02	100				1.0			
								10/02	100				0.5			
			Subject Area Credit: 3.0													
Science																
40.0110010			06/01	91	1.0											
26.0120010			07/01	93	1.0											
40.0100010			09/02	90	1.0											
			Subject Area Credit: 3.0													
Social Science																
41.0570010			07/02	96	1.0											
41.0810010			07/01	93	1.0											
41.0610061			08/01	91	1.0											
41.2830010			09/01	93	1.0											
			Subject Area Credit: 4.0													
Foreign Language																
60.0710010			09/02	93	1.0											
60.0720010			09/01	90	1.0											
			Subject Area Credit: 2.0													
Total Credits Earned: 32.0																

Weighting Indicator Key:

Grade Letter Key:
(not used in GPA calculations)

F = Pass
FL = Fail
Aul = Audit
NC = No Credit

Term Letter Key:

S1 = Semester 1
S2 = Semester 2
Q1 = Quarter 1
Q2 = Quarter 2
Q3 = Quarter 3
Q4 = Quarter 4
Y10 = Year

Grading Scale:
Q3 2001 - S2 2005

A (4) = 90 - 100
B (3) = 80 - 90
C (2) = 70 - 80
F (0) = 60 - 70

POS Key:

R = Required
C = Core
E = Elective
For the appropriate program of study (POS)

Credit Indicator Key:
P* = Pass 5th Gr Credit