

# Final Transcript Request for Out-of-State Colleges

FULL Name (print) \_\_\_\_\_ DOB: \_\_\_\_\_  
Last First MI

**Have you completed “Senior Exit Survey”?** If not, please do so BEFORE graduation practice as a part of the clearance process. Use the following link(s):

- 1) Senior Exit Interview (Survey): [https://forms.office.com/Pages/ResponsePage.aspx?id=QC2yMGJzF0-DqSUwkntvZVN7YiIM\\_ZBItKHf1C-r7RVUM0tUN1NTWEZMWjVKU1VGSjNUVUM5WU1MSi4u](https://forms.office.com/Pages/ResponsePage.aspx?id=QC2yMGJzF0-DqSUwkntvZVN7YiIM_ZBItKHf1C-r7RVUM0tUN1NTWEZMWjVKU1VGSjNUVUM5WU1MSi4u)
- 2) *If you have not entered your post-secondary plan into your GCIS account in Infinite Campus, please click the link below to log-in and enter your information.*  
<https://campus.rcss-k12.org/campus/portal/richmond.jsp>

*Next, click on "My Career Plan." Then click on "Next Steps." Select your next step. See your counselor for assistance to avoid any hold-ups."*

*We will send three (3) final transcript free of charge to the NON-Georgia colleges that you have provided complete addresses for below. These colleges should be the ones that you are truly planning to attend in the fall. Any additional transcripts will have a \$2 fee- correct change only. Remember, unlimited final transcripts will be available up through June 4<sup>th</sup> at no cost at **gafutures.org** for In-State colleges. "Survey" are due by: May 22nd.*

Please send my final transcripts showing graduation to the following **OUT-OF-STATE** colleges:

1) Name of College: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

2) Name of College: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

3) Name of College: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_