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PERMISSION TO RELEASE HIGH SCHOOL TRANSCRIPT

Newton County Public Schools cannot provide birth certificates, immunization records or ACT/SAT/AP scores. *ACT/SAT/AP scores must be requested from the appropriate testing agencies.*

IN STATE (GA COLLEGES) - Please go to www.ga.futures.org to send your transcript electronically to any college. To have your transcript sent to an out of state college, complete this form and submit for processing.

OUT OF STATE/PERSONAL REQUESTS - Complete this form and submit for processing.

Date of Request: _____

Student's Full Name*(First, Middle, Last): _____
*Please print name as it appears on your school records

Current Name (If Different): _____

Date of Birth: _____ Contact Phone Number: _____

Graduation Year: _____ OR Year of Withdrawal: _____

Number of Official Copies: _____ Number of Unofficial Copies: _____

Official ACT (www.act.org) and SAT/AP (www.collegeboard.com) scores may be requested directly from the testing agency.

Student Signature: _____

Pickup: ☐ *** Person authorized to pick up transcript (if not student)*** _____

OR

Mail To: ☐ OR Email/Fax: ☐ Email/Fax Number: _____

Name of College/University/Technical School or Your Name

Attention

Address

City

State

Zip Code

***Proof of Identity (Attach a copy of one of the following):**

☐ Driver's License ☐ State Identification Card ☐ Military Identification Card ☐ Passport

*Transcripts are mailed or ready for pick up on Fridays. A "Transcript Request Form" must be completed entirely and signed in order for transcript requests to be processed.

This completed form and attached ID can be returned to:

Alcovy High School
Records Clerk/Transcript
14567 Hwy 36
Covington, GA 30014

OR

Email: mask.sharon@newton.k12.ga.us

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How to send a transcript to a college via GA Futures website.

1. Log into www.gafutures.org If you do not have an account, create one. Make sure to include your social security number, even though it is optional.
2. Click on "My Transcript".
3. Select the college that you want to send your transcript to
4. Select Alcovy High School as the school the transcript will be sent FROM
5. Click the "I acknowledge" box.
6. Click the "send" button.

Note: If your college is not listed on www.gafutures.org, you will need to complete the Transcript Request Form and provide us with a mailing address for the admissions office and we will mail one for you. Please allow 10-14 business days for delivery after processing.

Another option is to contact the admissions office for the college and ask for an email address to have the transcript sent electronically; which is our preferred method if GA Futures is not available.