



# WASHINGTON-WILKES Comprehensive High School

Robert Wheeler, Principal  
Nicole Jackson, Asst. Principal  
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## Transcript Request Form Instructions

### In State Transcript Request:

- A request for a transcript to an in state school will need to be made using Gafutures at [www.gafutures.org](http://www.gafutures.org)
- An account will need to be created if you have not already done so
- Select College Planning
- Scroll down and select High School Transcripts
- Select the institution requesting transcript and other required information
- Check the acknowledge box and select SEND
- Mrs. Callaway will receive a request to release your transcript to the selected school
- If you are applying to multiple schools, you will need to complete this form in Gafutures for each school requesting a transcript
- Please allow several days for the selected school to receive your transcripts
- Keep in mind that in your application status “Final Transcripts” are sent once you graduate
- If a school is stating that you are still missing an “In Progress Transcript”, please contact the school admissions office directly via email or phone call
- Let Mrs. Callaway know if you have any problems with your transcript request

### Out of State Transcript Request:

- Transcript for schools out of state will need to be mailed
- Please complete the information below and return this sheet to Mrs. Callaway’s box

<b>Student First and Last Name</b>	<b>Graduation Year</b>
<b>Name of School Requesting Transcript</b>	<b>Mailing Address of School Requesting Transcript</b>
<b>Contact Person From School if Available</b>	
<b>Student Signature (required)</b>	<b>Date of Request</b>

**\$2.00 processing fee will apply for a student that has already graduated**