

## Discovery High School Transcript Request

- *Requests for students who graduated or withdrew prior to 2016 must contact the GCPS County Office of Student Records at 678-301-6144*

### 1) **FREE Official Transcripts:**

- a. Go to [GAfutures](#). This only applies to Georgia schools.
- b. Go to [The Common Application](#). Applicable to some Georgia Colleges and over 600 colleges nationally. Upon request of a counselor's recommendation from this site, your transcript will be uploaded for free.

### 2) **Official Transcripts:**

- a. There is a \$5.00 fee for each official transcript request that **MUST** be paid at the time of the request via MyPaymentsPlus.
  - You must present your MyPaymentsPlus receipt to the school to receive your transcript. You must then fill out a transcript request form located in the front office.

### 3) **SENIORS – Year End Transcript Release:**

- a. You **MUST** send a **Final Transcript with Graduation Date** to your College or Institution. Failure to do so could delay registration of classes.
- b. There is a \$5.00 fee for each official transcript request that **MUST** be paid via MyPaymentsPlus at the time of the request.
  - You must present your MyPaymentsPlus receipt to the school to receive your transcript. You must then fill out a transcript request form located in the front office.

### 4) **Unofficial Course Summary Report:**

- a. Sign on to your Parent Portal Account.
- b. Click on COURSE HISTORY tab.