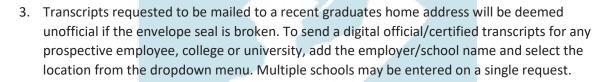
## **Atlanta Public Schools High School Seniors**

## **Congratulations Class of 2023!**

As an official APS graduate, your high school transcript or other school records will be needed as you make future decisions related to employment and pursuing post-secondary opportunities.

To submit your online records/transcript after June 1, 2023, please follow the directions below.

- 1. Visit the Atlanta Public Schools ScribOrder website: <u>https://apsga.scriborder.com</u>
- 2. Click the backpack link on the left



- 4. Information needed to complete the request:
  - a. Full name while in school
  - b. Last 4 digits of the Social Security #
  - c. School Name
  - d. GA ID (if applicable), if not leave it blank
  - e. Current Address
  - f. Current Cell/Telephone Number
  - g. Personal Email Address
    - i. To notify when the order is ready or has been processed
  - h. Create a username and password
  - i. Name and Address of the prospective school
- 5. Select the reason(s) for the request and the information type(s) requested.
- 6. Type in your initial, sign and checkout. **NO FEES** APS has waived all current 2023 graduate fees for 1 year. A receipt of the transaction will be sent to the email address provided.
- 7. Requests will be sent via e-transcripts/e-records or by mail within 3-5 business days after the request has been received.

For more information, contact he APS Records Center at 404.802.2150 or records@atlanta.k12.ga.us.

## Again, congratulation & best wishes on all your future endeavors!