


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: <https://apsga.scriborder.com>
2. Click the backpack link on the left 
3. Transcripts requested to be mailed to a recent graduates home address will be deemed unofficial if the envelope seal is broken. To send a digital official/certified transcripts for any prospective employee, college or university, add the employer/school name and select the location from the dropdown menu. Multiple schools may be entered on a single request.
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 the APS Records Center at 404.802.2150 or records@atlanta.k12.ga.us.

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