


High School Seniors ONLY

Congratulations Class of 2020

“WORTH THE WAIT”

You are now an official APS graduate and will be in need of your high school record/transcript as you make future decisions related to employment and pursuing post-secondary opportunities. To complete a record request **after** June 1, 2020 please visit our Atlanta Public School ScribOrder website to complete your request online @ <https://apsga.scriborder.com> Requests for information will be processed (Monday-Friday 8:00 AM-4:00 PM) during normal business hours via electronic email.

Please follow the directions below to complete your request:

1. Place link in address bar: <https://apsga.scriborder.com>
2. Click the first backpack link on the left: 
NOTICE: (**Click Close**) If you agree.
3. All copies of transcripts requested by students to be mailed to their home address or to be picked up will be UNOFFICIAL copies. Only prospective employers, colleges and universities will receive OFFICIAL copies
4. Complete Transcript Request
Information Needed:
 - Full name in school
 - Last 4 Digits - Social Security
 - Date of Birth
 - School Name
 - If you have a GA ID please enter it, if not you may leave it blank.
 - Current Address
 - Current Cell or Telephone Number
 - Personal Email Address
 - To notify you when your transcript is ready or has been sent to your employer, college or university.
 - Create A User name and Password
 - Name and Address of the School You Plan To Attend
5. Select reason for request and type of information requested.

*** **NO FEES (3 free for 1 YR.)** APS has waived all current 2020 graduate fees for 1 yr.

6. Type in your initials and checkout. You will have successfully completed your request.
You will receive a receipt via email for your online transaction and an update when your request is completed.

Congratulations Again!!

For more information: Please contact the APS Record Center @ 404-802-2150