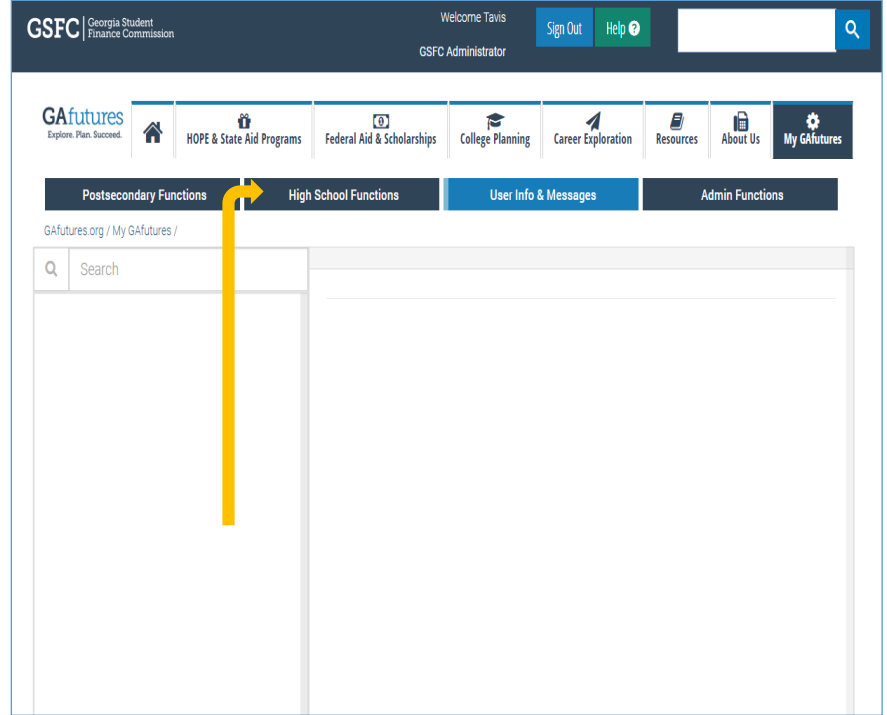


**Step 1:**

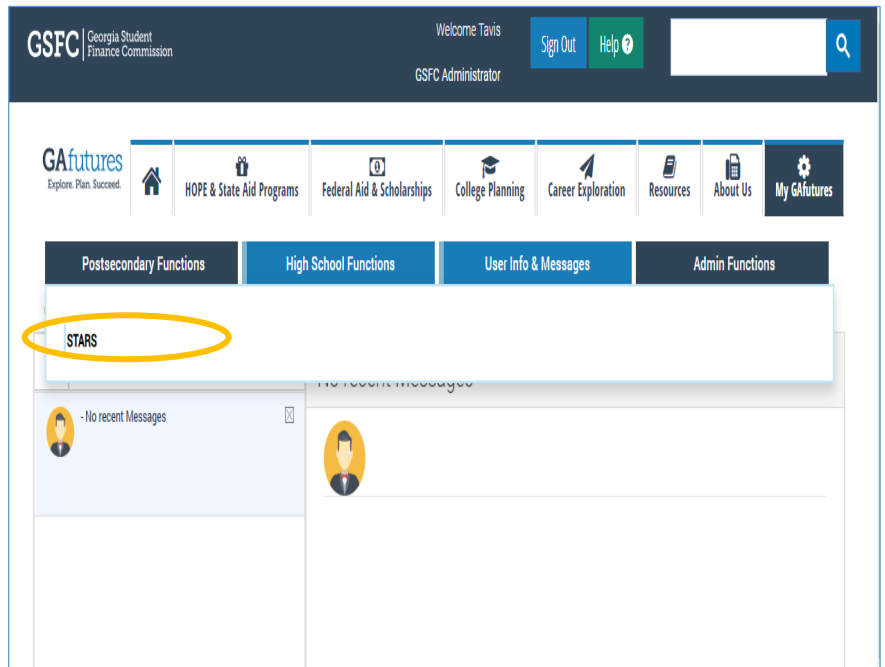
To send transcripts electronically to a participating postsecondary institution in Georgia, first you must sign in to **GAfutures**. If you have admin access, you will see the **High School Functions** tab located in the mega menu at the top of the screen.

Note: If you do not see the **High School Functions** tab, you will need to contact your Institution Admin, District Admin or GSFC to be granted admin access to the GAfutures admin area.



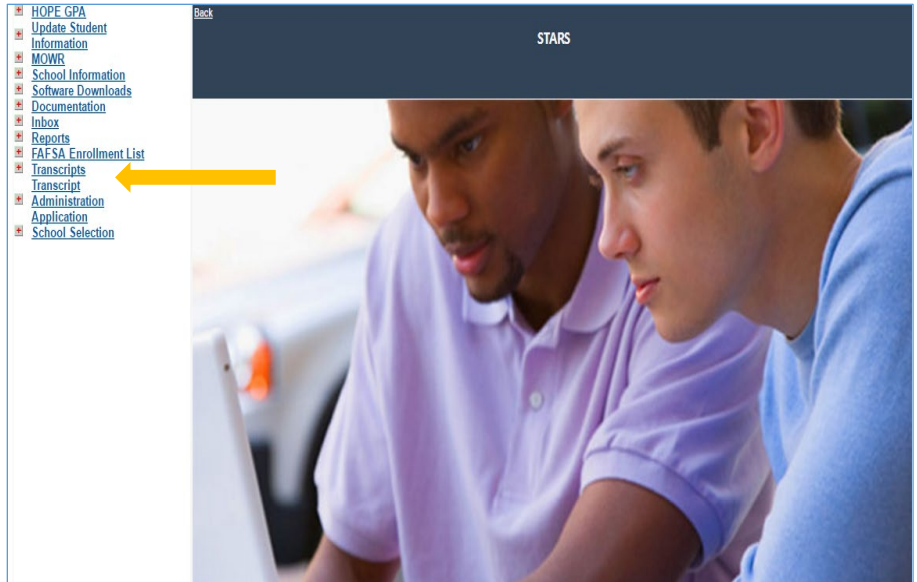
**Step 2:**

Now that you have access to the **High School Functions** tab, you will see the **STARS** system option in the drop down menu.



**Step 3:**

Select the **Transcripts** option on the left side of the screen.

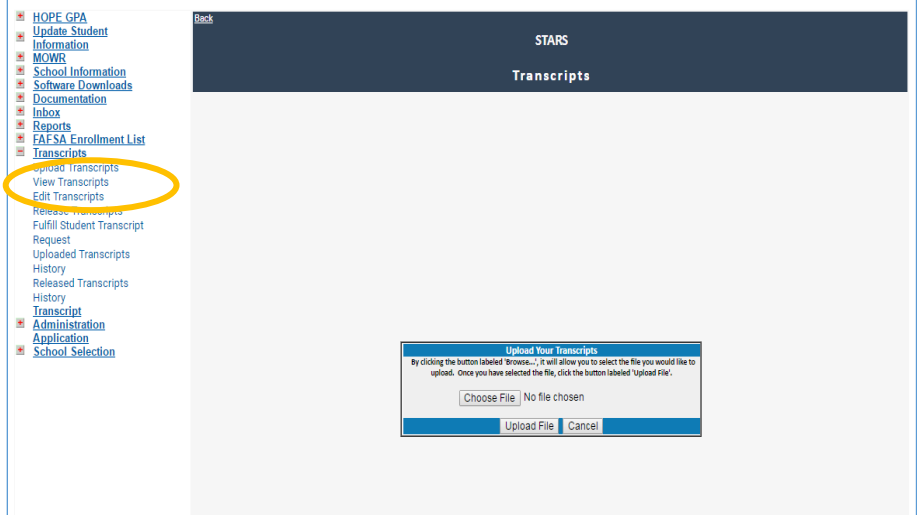


**Step 4:**

Transcripts can be sent two ways:

**Release Transcripts** – Allows the school to release a student’s transcript to a school from a drop-down menu. This process is used if you have students that have completed paper transcript request form.

**Fulfill Student Transcript Request** – Allows schools to fulfill transcript request for students that requested transcripts electronically through **GAfutures**. Schools have the ability to turn on/off this feature. The feature can be turned off in the **Transcript Administration Application** screen.



**Step 5a:**

**Release Transcripts** option - Select the student or students whose transcript(s) are being released. Multiple students can be sent at one time provided, they are being sent to the same postsecondary institution.

Note: Make sure you have the correct dates in the **Transcripts** uploaded fields in order to send the most accurate transcript.

**Step 5b:**

If your school allows students to request transcripts to be sent to postsecondary institutions, then you will use the **Fulfill Student Transcript Request** option. You have the ability to fulfill or deny the transcript request.

Note: Schools also have the ability to send transcripts to NCAA.

**Step 5c:**

In order to locate transcripts for prior year graduates, please use the **Search Transcripts for Previous Year(s)** option.

Note: Student Social Security Number is required to search for prior year transcripts for graduates.



The screenshot displays the STARS web application interface. On the left is a navigation menu with the following items: HOPE GPA, Update Student Information, MOWR, School Information, Software Downloads, Documentation, Inbox, Reports, FAFSA Enrollment List, Transcripts, Upload Transcripts, View Transcripts, Edit Transcripts, Release Transcripts, Fulfill Student Transcript, Request, Uploaded Transcripts, History, Released Transcripts, History, Search Transcripts for Previous Year(s), Transcript, Administration, Application, and School Selection. The 'Search Transcripts for Previous Year(s)' option is highlighted. The main content area shows a 'Back' button, the title 'STARS', and the heading 'Search Transcripts for Previous Year(s)'. Below this, there is a form with the following fields: 'Enter student SSN:' with an input box, 'Select Graduation Year:' with a dropdown menu showing '2016', and a 'Get Prior Year' button.