

Atlanta Public Schools High School Seniors ONLY

Congratulations Class of 2021!

You are now an official APS graduate and will be in need of your high transcript or other school records as you make future decisions related to employment and pursuing post-secondary opportunities. To complete a record/transcript request after June 1, 2021 please visit our Atlanta Public School ScribOrder website to complete your request online @ <https://apsga.scriborder.com>

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 transcripts requested by students will be email/mailed to their home address and will be UNOFFICIAL copies. If you are in need of an official/certified copy for any prospective employers or colleges and universities please add the employer/school name and select the location from the drop down menu to ensure they will receive an OFFICIAL copy. All request sent to employers/colleges and universities will be sent as e-transcripts/e-records within 24-48 hours after the request has been received.

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 2021 graduate fees for 1 yr. You may select multiple school in one request.

6. Type in your initials and checkout. You will have successfully completed your request.

- You will receive a receipt for your online transaction and an update when you request is completed.

Congratulation Again!!

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