

## Sending Transcripts to Colleges Electronically

(in-state colleges & NCAA Clearinghouse only)

Go to [www.gacollege411.org](http://www.gacollege411.org)

- **Sign in** to your account or **Create an Account (Use your full legal name. Do not use your nickname).**
- Click on **College Planning**
- Click on **Applications and Transcripts**
- Click on **Request and Track Your Transcript**  
If this link is not visible, then:
  - Click on **Your Portfolio**
  - Click on **Your Profile**
  - Click on **Your Basics**
  - Scroll down to **My Account Is Connected To:**
  - Make sure it says Kennesaw Mountain High School or choose to add Kennesaw Mountain as a connection
- Return to **Applications and Transcripts** and **Request and Track Your Transcript.**
- Choose the college you would like to send a transcript.
- Click on **History** tab to verify your request
- Transcript requests will be viewed and “released” by the Counseling Office. Please note that transcripts are not released on weekends and when school is not in session.

## Viewing Your HOPE GPA Status Report

Go to [www.gacollege411.org](http://www.gacollege411.org)

- Click on **Your HOPE GPA** on right side of page
- **Sign in** to your account or **Create an Account (Use your full legal name. Do not use your nickname).**
- You MAY see a screen that asks you to chose either:
  - Use information from my profile or
  - I do not wish to share my information
- At the screen **HOPE GPA**, complete the requested information and click **Submit**
- You will see **Please Select Your Current High School**
  - Click on letter “K”
  - Scroll down to Kennesaw Mountain High School - Cobb

\*\*\*\*\*

## College Application Process

- **First, complete your application.** (online version preferred by colleges)
- **AFTER you complete your application, request to send a transcript** via GACollege411 or by completing your transcript request card in the Counseling Office. For out-of-state transcripts, you must request your transcript through the Counseling Office and you must provide the address of where to mail your transcript/recommendation.
  - 1st transcript is free - after that they are \$2 each.
  - If you send your transcript through GACollege411, it is free.
- **If you need a letter of recommendation or another form completed by your counselor:** Complete senior profile and turn in to your counselor. Most colleges that require recommendations have forms for you to print, and give to your recommender. Bring this with you when you submit your request. **You must give a minimum of 2 school weeks for recommendations. You must request recommendations on your transcript request card.**
- **Counselors CANNOT complete a college or scholarship recommendation unless the student comes in and signs his/her transcript request card. This includes ALL online requests.**
- Teacher recommendations also require a minimum of 2 school weeks. You should provide the teacher with an addressed, stamped envelope to mail your recommendation.
- We will send the requested information directly to the college/organization.
- Remember to have your SAT and/or ACT test scores sent to each college, if you have not already done so. Colleges require official scores sent directly from the College Board or ACT. You are responsible to register, take, and submit the appropriate test scores for each school that you apply. Most colleges will accept either the SAT or ACT; some selective colleges require additional SAT II subject test scores. Technical schools usually require the ASSET test.