

Transcript and Records Requests

Current Shaw Students (use one of the following methods)

1. Current Shaw students applying to most colleges in Georgia may request transcripts for college admission using their GAFutures.org account. Students may also come to the guidance office to complete the request log.
2. Come into the guidance office and complete the request log for out of state colleges, for GA colleges not on GA Futures, for scholarships, etc. Be sure to bring in the address of the college or scholarship sponsor. Allow 3 business days for the request to be processed. Allow 2 weeks for transcripts to reach out of state college offices. Allow 2 weeks for counselor recommendations.

Alumni / Former Students Transcript Request

All requests should be directed to the Muscogee County Records Management Department.

5661 Lorenzo Road
Columbus, GA 31904
706-748-2382
706-748-2384 Fax

<https://www.muscogee.k12.ga.us/p/Divisions/OperationsAndFacilities/RecordsManagement/Information>

Records Management can assist alumni with transcripts, duplicate diplomas, copies of documents, certification of graduation for employment, etc. Click on the link above for more information.

Record Requests from High Schools for Transfer Students

Receiving schools should fax a request for records on school letterhead to 706-569-3648 or email the records request form to shawrecords@muscogee.k12.ga.us or Barrington.april.p@muscogee.k12.ga.us