

College Application Information & Transcript FAQ's

What colleges in Florida accept Common Application?

Florida Atlantic University (FAU)
Florida Gulf Coast University (FGCU)
Florida Polytechnic University (Florida Poly)
Florida State University (FSU)
New College Florida (NCF)
University of Central Florida (UCF)
University of Florida (UF)
University of North Florida (UNF)
University of West Florida (UWF)

Please visit www.commonapp.org for a full listing of all other private and out of state colleges.

What colleges accept Coalition Application?

Florida colleges that accept Coalition Application include:

Florida Public Universities - Florida State University (FSU), University of Florida (UF), and University of South Florida (USF)

Florida Private Colleges - Florida Southern College, Stetson University, Rollins College, and University of Tampa

Please visit www.coalitionforcollegeaccess.org/our-members.html for all other participating private and out of state colleges.

What is SSAR?

The Self-reported Student Academic Record (SSAR) is required of all freshman applications at FSU, UF and other select universities. You will be notified at the time of application to complete an SSAR. FSU and UF do not use the traditional uploaded "School Report" (a submitted transcript) during the application process even though it will receive the Common Application. Instead, you as an applicant, must complete the SSAR. FSU and UF will receive your final transcript after you have been offered admission to the university and after you have graduated. These transcripts will be used to validate the information on the SSAR.

(NOTE: Please remember **to save and link any changes** to your SSAR to your Common/Coalition Application. All grades must be reported. If you re-enrolled in a class for grade forgiveness, then the original grade must be included as well as the re-take grade.)

FAQ's: - The WHEN and HOW of High School Transcripts @ CHS

- 1. How do I get an unofficial copy of my transcript for self-reporting when filling out college applications or SSAR?**

Through the student's FOCUS account, they can click on "Grades" and print that page as it has all of the student's grade history. This should be enough documentation for unofficial purposes.

Should you need an unofficial copy from the registrar, please email your request to beatyk@leonschools.net. Please allow 48 hours for processing.

- 2. What if I find a mistake on my transcript?**

Please notify your school counselor immediately.

- 3. If I've completed Common Application and/or Coalition Application, then what do I need to do next to get my transcript (school report = "SR") to the colleges?**

You must first "invite" your school counselor to your Common/Coalition App. Once you have added them in your profile, please email them and let them know. After that, they will upload your transcript to the appropriate application.

- 4. If I've completed Common Application and/or Coalition Application, do I need to also request transcripts be sent from the CHS registrar?**

No, the registrar does not need to also send transcripts to the schools to which you have applied via Common/Coalition App. See #3 above.

- 5. What is the difference between an "application deadline" and a "submission deadline"?**

The application deadline is when you need to report and send all of your pertinent information via the online application. A submission deadline is the deadline for school personnel to submit transcripts and letters of recommendation (if they have been requested).

- 6. How can I see on my Common Application and/or Coalition Application that a transcript has indeed been uploaded?**

You will be able to view the status of your transcript ("School Report" = "transcript" on Common App) in your "Recommenders and FERPA" section of your Common App online. Under the counselor's name, it will say "submitted" or "uploaded" next to the form named "School Report."

- 7. Does my school counselor update my transcript in Common Application and/or Coalition Application automatically or do I need to request that it be sent again in January?**

Please email your school counselor after the second semester begins and request that a mid-year transcript be sent to your Common/Coalition Application. Please be advised that the 1st Semester grades may not be finalized until the 3rd week of January.

8. To which colleges can CHS send transcripts electronically?

*CHS can send your transcripts electronically to any **PUBLIC** college or university in Florida.*

9. When do I need to request electronic copies be sent to my colleges?

*Please allow a 5-10 business days for your electronic transcript to be sent and received by the university. University Registrars' offices are extremely busy, so please allow ample time for them to download the transcript that has been sent from CHS. Do not assume that they download and view it the day after it is sent. **PLAN AHEAD!***

10. How long does it take to send an electronic transcript?

From the time you request for your transcript be sent from CHS, it can take the CHS registrar 2-3 days to process your request. At the end of the year however, for final transcripts, it can take 2-3 weeks as transcripts will not be sent until students have been officially graduated and all transcripts are finalized.

11. When do I need to request official hard copies of my transcripts?

Official hard copies of transcripts need to be requested when you want to mail a sealed, embossed, official transcript to an educational institution. These include out of state and/or private colleges and universities. You may also need an official transcript for some scholarship applications.

12. Where and how do I request an official transcript?

Please contact our school registrar, Mrs. Beaty, via email at beatyk@leonschools.net with your request. ****Remember to include your name, student number, cell phone number, what IN STATE PUBLIC college/university you'd like them sent to, and your home mailing address.**

(1) If this is for an in state college/university, then she will first try to send your transcript electronically to your requested institution. If the electronic transfer ability is unavailable, then she will mail it to you and you will be responsible for mailing it to your preferred institution (or you may pick it up in the front office at CHS during school hours).

(2) If this is for an out of state or private college/university, then you will pick it up in the main office of CSH and you will be responsible for mailing it to your preferred institution.

13. How long does it take to receive an official transcript?

Two days on average.

14. When do I need to pay the \$1 for an official transcript?

Payment must be received at the time of the request. (At this time, payment for transcripts is waived)

15. Do I mail the official copies to my colleges or does CHS mail them?

You will mail the official transcript to the admissions office of your respective colleges/universities. We will provide it in a sealed envelope, ready for you to stamp, address, and mail.

16. If I need a transcript sent before a deadline, then what?

*If receipt of a transcript is date sensitive, then please make sure you **PLAN AHEAD** when requesting your official transcript(s). Make sure you allow for enough time for also mailing to the institution. USPS can take up to a week or more.*

17. How do I make sure my colleges have my ACT or SAT scores?

You must log onto your College Board (SAT) or ACT accounts and request that your official test scores be sent to your college/university of interest. There is a fee so be prepared to pay at the time of request/order.

18. How do I get my Dual Enrollment transcript?

You must request an official college transcript from the registrar's office of the institution that provided your dual enrollment class (TCC, FSU, FAMU, etc.). There are fees involved in obtaining your official transcript so be prepared to pay when ordering.

19. When do I send my final transcript and how?

*You will fill out a Final Transcript Request Form Survey on Remind at the end of senior year. CHS will send your transcript **electronically** to **in state PUBLIC colleges and universities**. All other transcripts will be printed and sealed for you to pick up. Pick up is usually available a week or two after graduation. CHS will not mail your final transcript so please plan accordingly and allow enough time for your transcript to be mailed by you to your respective college/university. (Note: Try not to schedule college orientation during the first two weeks after HS graduation as many transcripts are not yet final.)*

20. What if I have already moved away from Tallahassee and need a transcript?

There are always exceptions to #19 above and CHS will assist you to the best of our abilities to ensure that your transcript is received by your chosen college/university.