



# COLLEGE ADMISSIONS QUICK GUIDE

WOHS College and Career Center

## WOHS WARRIORS CLASS OF 2024!

THIS EMAIL CONTAINS A LOT OF IMPORTANT INFORMATION REGARDING THE COLLEGE APPLICATION PROCESS. PLEASE REVIEW THE ENTIRE EMAIL FOR TIPS + RESOURCES ABOUT:

[Admissions Deadlines](#)

[Common App Tips](#)

[Essay Resources](#)

[Application Status](#)

[Check Portals](#)

[Transcripts](#)

[Fee Waivers](#)

[Test Scores](#)

[Additional Resources](#)

## BEST PRACTICES FOR COLLEGE APPLICATIONS

- **START EARLY!** Admissions is a step by step process, starting early will help you stay organized and experience a (less) stressful application season.
- **CREATE COLLEGE APP EMAIL** Create a free Gmail account separate from your other emails to keep all your college application and scholarship information in one place. CHECK DAILY! **DO NOT use your OCPS email!**
- **EVALUATE YOUR SOCIAL MEDIA ACCOUNTS** Review your social media and clean up if necessary to make sure they reflect the character you are describing on your application. Colleges DO check them!
- **CREATE GOOGLE FOLDER** Create a folder in your Google Drive to keep all application documents. Start with a spreadsheet of the schools you are applying to with deadlines, fees, supplementals, etc.
- **AIM TO APPLY AT LEAST TWO WEEKS BEFORE DEADLINES**
- **READ ALL THE INSTRUCTIONS** Most mistakes on college applications are the result of not following instructions. *Don't let this happen!*
- **PROVIDE ALL THE INFORMATION** Leaving blank fields or providing incomplete responses makes it look like you weren't paying attention; take care to be thorough.
- **PROOFREAD! PROOFREAD! PROOFREAD!** And after you're done proofreading, give it to someone else to proofread for grammar and catch typos.
- **BE HONEST** Don't exaggerate your accomplishments and report **all** grade forgiveness. Admissions will verify information and they have the right to rescind admissions decisions based on false information; honesty is always the best policy.
- **MAKE SURE YOUR ESSAY REPRESENTS YOU** The best way to tell your unique story is to write a personal, thoughtful essay about something that has meaning for you. Be authentic and genuine!
- **CONFIRM YOUR APPLICATION** Track emails from each of your schools to make sure they received your application and materials. If anything is missing, supply it immediately.

## WHICH COLLEGE ADMISSION PROCESS BEST SUITS YOU?

Nonrestrictive Application Plans			Restrictive Application Plans	
Regular Decision	Rolling Admission	Early Action (EA)	Early Decision (ED)	Restrictive Early Action (REA)
<b>DEFINITION:</b> Students submit an application by a specified date and receive a decision in a clearly stated period of time.	<b>DEFINITION:</b> Institutions review applications as they are submitted and render admission decisions throughout the admission cycle.	<b>DEFINITION:</b> Students apply early and receive a decision well in advance of the institution's regular response date.	<b>DEFINITION:</b> Students make a commitment to a first-choice institution where, if admitted they definitely will enroll. The application deadline and decision deadline occur early.	<b>DEFINITION:</b> Students apply to an institution of preference and receive a decision early. They may be restricted from applying ED or EA or REA to other institutions. If offered enrollment, they have until May 1 to confirm.
<b>COMMITMENT:</b> NONBINDING	<b>COMMITMENT:</b> NONBINDING	<b>COMMITMENT:</b> NONBINDING	<b>COMMITMENT:</b> BINDING	<b>COMMITMENT:</b> NONBINDING
Students are not restricted from applying to other institutions and have until May 1 to consider their options and confirm enrollment.			Students are responsible for determining and following restrictions.	

**\*NOTE: EARLY DECISION is a LEGALLY BINDING CONTRACT!**

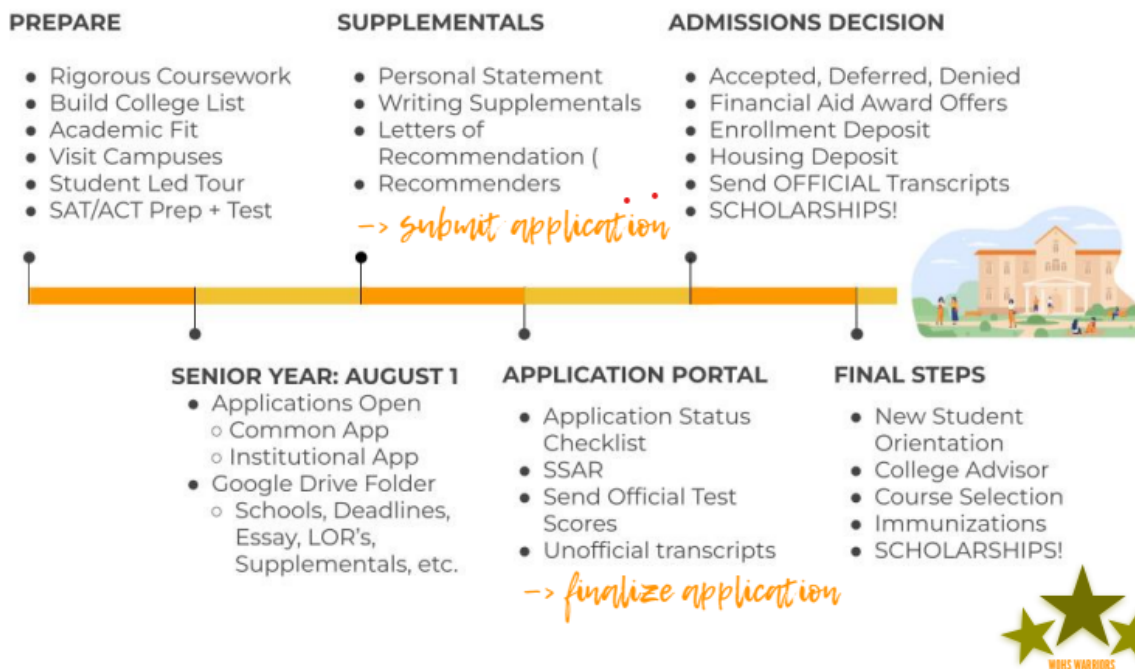
**Meaning, if you are admitted, you agree to withdraw all other applications!!**

**You should only apply to ONE school Early Decision!**

## APPLICATION TIMELINE

1. **STAY INFORMED** Follow the College + Career Center on Instagram → @WOHS\_CCC
2. **RESEARCH** Research the schools you are interested in applying to. Knowing what to expect from the application process makes a difference; learn as much as you can about each school's requirements.
3. **BUILD COLLEGE LIST** Make informed decisions using the college matrix (see below) or research on SCOIR to determine if you are an academic fit for the schools you are interested in.
4. **AUGUST 1** Applications Open
5. **APPLY** Common App or college's Institutional Application (include essay if optional or required)
6. **APPLICATION STATUS CHECK PORTAL** After you submit your application, most schools will send you an email requesting you login to their "Future Student Portal" to finalize your application.
7. **REPORTING ADDITIONAL INFORMATION**
  - a. **TRANSCRIPTS**
    - i. **SSAR/SPARK** Self report your transcript using the SSAR (*SPARK is only for UCF*)
    - ii. **SCOIR** Mrs. Maroth can upload transcripts to SCOIR for schools who don't use SSAR
    - iii. **VALENCIA/DE** Check to see if the school wants your DE transcript sent
  - b. **SAT/ACT SCORES** Self report or send official scores depending on what each school requests
  - c. **RESIDENCY** You may have to verify Florida residency to confirm in state tuition eligibility
  - d. **HOUSING** Some schools ask you to apply for on campus housing PRIOR to an admissions decision.  
*Don't wait to submit a priority housing application until you have a decision.*
8. **FINANCIAL AID**
  - a. **FAFSA** Apply for Federal Financial Aid using the FAFSA. ALL students should apply even if you don't think you will be eligible for need based financial aid as many schools will not provide any merit based financial aid award offers without a completed FAFSA.
    - i. Visit the [WOHS Financial Guide website](#) for FAFSA support
  - b. **FFAA** The Florida Financial Aid Application is required to receive any money from the State of Florida, including Bright Futures and Gold Shield scholarships.
    - i. [Download the How to Apply : FFAA](#)
9. **APPLY FOR SCHOLARSHIPS** Use the resources on [Canvas Financial Aid Friday](#) and the WOHS website → Student Services → Scholarships to apply for as many scholarships as possible. [Click here to link to WOHS Scholarship website](#)
10. **FINALIZE YOUR CHOICE** Pay any enrollment deposits and attend New Student Orientation as soon as you make your final decision. You will not be able to register for your college classes until you do.

## COLLEGE ADMISSIONS Timeline















## MAKE INFORMED APPLICATION DECISIONS

The Florida Public State University System (SUS) COLLEGE MATRIX is a helpful tool for students and parents to make informed decisions on whether a college is an academic fit based on *weighted academic core* GPA (on a 5.0 scale) and test scores from the school's previous year's admitted students. The ranges below detail the Class of 2022 student profiles of the middle 50% of students who were *accepted* into each school. *Note\* Class of 2023 student profiles for each school will be updated in the matrix September 2023.*

The WOHS College + Career Center advises students apply to **at least 6 colleges:**

- 2 "REACH" Schools → Weighted Academic Core GPA + test scores are **BELOW** the range indicated
- 2 "MATCH" Schools → Weighted Academic Core GPA + test scores are **WITHIN** the range indicated
- 2 "SAFETY" Schools → Weighted Academic Core GPA + test scores are **ABOVE** the range indicated

<div> <div>FLORIDA <b>SUS</b> 2022-2023 COUNSELOR GUIDE</div> </div>		MIDDLE 50% OF ADMITTED FTIC 2022 (S=SUMMER) (F=FALL)		
NAME OF INSTITUTION		GPA	SAT	ACT
	FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY	S: 3.5 F: 3.7	S: 1020 F: 1110	S: 16 F: 18
	FLORIDA ATLANTIC UNIVERSITY	S: 3.22-3.80 F: 3.70-4.30	S: 1000-1120 F: 1090-1260	S: 20-23 F: 22-28
	FLORIDA GULF COAST UNIVERSITY	S: 3.56-4.33 F: 3.75-4.52	S: 1010-1170 F: 1090-1240	S: 19-24 F: 21-27
	FLORIDA INTERNATIONAL UNIVERSITY	S: 3.9-4.4 F: 4.2-4.7	S: 1070-1170 F: 1250-1380	S: 21-24 F: 26-30
	FLORIDA POLYTECHNIC UNIVERSITY	S: 3.8-4.5 F: 4.0-4.7	S: 1140-1250 F: 1290-1410	S: 22-27 F: 27-32
	FLORIDA STATE UNIVERSITY	S: 4.0-4.4 F: 4.3-4.6	S: 1180-1300 F: 1300-1430	S: 25-29 F: 29-32
	NEW COLLEGE OF FLORIDA	F: 3.8-4.4	F: 1110-1320	F: 22-29
	UNIVERSITY OF CENTRAL FLORIDA	S: 3.8-4.3 F: 3.9-4.4	S: 1150-1270 F: 1250-1370	S: 23-27 F: 26-30
	UNIVERSITY OF FLORIDA	S: 4.4-4.6 F: 4.4-4.6	S: 1240-1420 F: 1370-1500	S: 28-32 F: 31-34
	UNIVERSITY OF NORTH FLORIDA	S: 3.37-4.30 F: 3.60-4.39	S: 1110 F: 1135	S: 22 F: 24
	UNIVERSITY OF SOUTH FLORIDA	S: 3.62-4.12 F: 4.00-4.50	S: 1100-1190 F: 1240-1390	S: 22-25 F: 27-31
	UNIVERSITY OF WEST FLORIDA	S: 3.4-4.05 F: 3.5-4.18	S: 1050-1170 F: 1050-1220	S: 21-25 F: 21-27

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## 2022-23 APPLICATION DEADLINES ( New 2023-24 deadlines will be updated when released)

Apply EARLY! Aim to submit your application and all required documents and/or supplementals (SSAR/SPARK, transcripts, etc.) at least TWO WEEKS BEFORE the PRIORITY SCHOLARSHIP DEADLINE!

### FLORIDA PUBLIC STATE UNIVERSITY SYSTEM DEADLINES

	DEADLINE 1	DEADLINE 2	ROLLING ADMISSION FINAL DEADLINE	PRIORITY SCHOLARSHIP DEADLINE	DECISION RELEASE
FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY (FAMU)		4/1	5/1	11/1	Rolling
FLORIDA ATLANTIC UNIVERSITY	11/1	4/1	4/1	1/15	Rolling
FLORIDA GULF COAST UNIVERSITY	11/1	3/1	3/1	11/1	Rolling
FLORIDA INTERNATIONAL UNIVERSITY		3/1	3/25	11/15	Rolling
FLORIDA POLYTECHNIC UNIVERSITY	11/15		3/1	11/1	Rolling
FLORIDA STATE UNIVERSITY	10/15	12/1	3/1	12/1	2/15
NEW COLLEGE OF FLORIDA	11/1	2/1	4/1	2/1	Rolling
UNIVERSITY OF CENTRAL FLORIDA			5/1	11/1	Rolling
UNIVERSITY OF FLORIDA	11/1		<i>no rolling admission</i>	11/1	3/23
UNIVERSITY OF NORTH FLORIDA	11/1		4/1	11/1	Rolling
UNIVERSITY OF SOUTH FLORIDA	11/1		3/1	1/15	Rolling
UNIVERSITY OF WEST FLORIDA	12/1		6/1	12/1	Rolling

### 5 REASONS TO APPLY EARLY to ROLLING ADMISSIONS COLLEGES

1. Colleges with *rolling admissions* evaluate applications as they are received versus waiting to evaluate all applications after a hard deadline. Colleges will evaluate applications until they have filled all the slots for their incoming class. Therefore, it is *imperative* to submit your application EARLY (September-November). *Don't wait just because the school also offers a late spring deadline!*
2. Students who apply early usually receive an admission decision before winter break. In most cases, decisions are sent within two to ten weeks from the time your *completed* application is submitted.
3. Many rolling admissions schools have "Priority Financial Aid" deadlines in November or December. Applying early provides you the best opportunity to maximize financial aid award offers.
4. Receiving at least one admission decision early in your senior year helps relieve application stress.
5. Applying early provides flexibility in your options and allows more time to process your final decision.

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## GETTING STARTED

- Create a new folder in your Google Drive
  - Name it your "Your First Last Name - College Applications"
  - Create a Google Doc spreadsheet listing each school you intend to apply to with application and financial aid deadlines, any specific supplementals required, application status portal login credentials, etc. to track your admissions progress.
  - Keep your essay, supplementals, resume, etc in this folder.

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## COMMON APP TIPS

Use Common App when available. This will not only help reduce the amount of time spent on applications, it will be easier to track your progress and application status. If a school does not use Common App, it is recommended you apply using the school's Institutional Application on the school's undergraduate admissions website.

The Common Application is an undergraduate college admission application platform students can use to more easily apply to multiple colleges. → <https://www.commonapp.org>

### HELPFUL HOW TO APPLY COMMON APP GUIDES

- [Common App Guide for First Year Applicants](#)
- [Khan Academy Quick Guide to the Common App](#)

### COMMON APP QUICK GUIDE

- **Create an account** → <https://www.commonapp.org/apply>
  - o Choose First Year Student
    - If you have dual enrollment credits, even if you will be graduating with your AA degree, you are still classified as a "FIRST YEAR STUDENT."
  - o Use your **personal email address** to create your account (**NOT your OCPS student email**)
- Click on the **Common App tab**
  - o Complete all required sections in the Common App tab.
    - Profile → Includes the Common App Fee Waiver section, if applicable.
    - Family
    - Education
    - Testing
    - Activities
    - Writing → Includes Personal Essay and Additional Information
    - Courses & Grades
      - *Not all colleges require this section.*
- You will receive a **green check** when each section is complete.

A screenshot of the Common App 'Family' section. The top navigation bar includes 'Dashboard', 'My Colleges', 'Common App', 'College Search', and 'Financial Aid Resources'. The 'Common App' tab is active. On the left, a sidebar lists sections: 'Common Application' (with a checkmark), 'Family', 'Education', 'Testing', 'Activities', 'Writing', and 'Courses & Grades'. The 'Family' section is selected, showing a 'Household' form. The form includes a 'Preview' button and a 'View Family Tutorial' link. The first question is 'Parents' marital status (relative to each other)?' with a dropdown menu showing 'Choose an option'. The second question is 'With whom do you make your permanent home?\*' with a dropdown menu showing 'Choose an option'.

- **Common App Fee Waiver**
  - o If you are ELIGIBLE for at least ONE of the listed criteria for an application fee waiver in Common App, indicate **YES** in the Common App Fee Waiver in the Profile section.
  - o Check the box that applies to your fee waiver eligibility and type your name in the Fee Waiver Signature box.
  - o The colleges in your "My Colleges" list will waive the application fee when you submit your application.

- **Education Section**

- Add "WEST ORANGE HIGH SCHOOL"
- Date of Entry: August 2020
- Graduation Date: May 2024
- Grades
  - Graduation Class Size: 670
  - Class Rank Reporting: *Exact*
  - Class Rank: *Your rank is listed on the summary page of your transcript.*
  - Rank Weighting: *Weighted*
  - GPA Scale reporting: 6.0
  - Cumulative GPA: *Listed on the summary page of your transcript*
    - District GPA= Weighted Cumulative GPA
    - State GPA= Unweighted Cumulative GPA
    - It is recommended you use your Weighted GPA for this question.
  - GPA weighting: *Weighted*

- **Testing**

- For colleges that require ACT/SAT test scores, *even if you self-report in Common App*, you need to check the college application portal or admissions websites to find out how each college will want you to report your test scores.
- Some colleges will require official score reports sent from CollegeBoard.org and/or Act.org;
- Some colleges will allow you to self-report in their "future student portal" (which you will have access to after you submit your application.)
- For colleges that are **test optional**, it is up to you which tests you want to self-report on Common App if any.
  - *Speak to your counselor or Mrs. Maroth if you have questions regarding test optional college admissions.*

- **Personal Essay and Additional Information Section**

- Some colleges require a personal essay; for some it will be optional or not required
  - REQUIRED: personal statement essay MUST BE SUBMITTED with your application
  - OPTIONAL: not required, but strongly recommended
  - NOT REQUIRED: do not submit an essay
- You can determine if the essay is required, optional, or not required in each college's profile **optional**, it is still recommended you send your essay with your application
- **Essay Resources**
  - College Essay Presentation-[Part 1](#)
  - Need brainstorming ideas? Click [here](#) for resources from the College Essay Guy!
    - More College Essay Guy Resources-<https://www.collegeessayguy.com/>



- Johns Hopkins-Essays That Worked <https://apply.jhu.edu/application-process/essays-that-worked/>
- Tufts-Essays That Worked <https://admissions.tufts.edu/apply/advice/past-essays/common-application-essays/>
- Hamilton-Essays That Worked <https://www.hamilton.edu/admission/apply/college-essays-that-worked/2014-essays-that-worked>

- **Additional Information**

- Common App allows students to provide additional information in the following two categories:
  - Community Disruptions: This section is optional.
  - Additional Information: This section is optional but can be used to share information about yourself that is not captured elsewhere in the application.
    - For example, if you experienced any extenuating circumstances that adversely affected your grades at a particular time, you can use this section to explain.

- **NEXT SECTION**

- Click on the **College Search** tab
  - Search for colleges and click the plus button to add colleges to your My Colleges List.

- Click on the **My Colleges** tab
- Click on **each** college in your list and complete the following sections:
  - **Questions:** It is extremely important that you answer all the questions regarding the application term and preferred admission plan! *Your counselor CANNOT see your upcoming deadlines if you don't answer these questions!*

### o Recommenders & FERPA

- FERPA authorization allows your school counselor to send your school report, transcripts, and any additional school records to the colleges you are applying to.
- Read carefully but it is strongly recommend you select "*I waive my right to review all recommendations and supporting documents*" as this preserves the integrity of the recommendation letters and reassures colleges that the information in the rec letter is accurate and truthful.

The screenshot shows a web form titled "Release Authorization" with a sub-header "FERPA Form". It contains two main sections of text with checkboxes. The first section states: "I acknowledge that every school that I have attended may release all requested records and recommendations to colleges to which I am applying for admission. I also understand that employees at these colleges may confidentially contact my current and former schools should they have questions about the information submitted on my behalf." The second section asks the user to "Please select one:" with two radio button options: "I waive my right to review all recommendations and supporting documents." (which is selected) and "I DO NOT waive my right to review all recommendations and supporting documents." Below this, a third section states: "I understand that my waiver or no waiver selection above pertains to all colleges to which I apply and that my selections on this page cannot be changed after any recommendation or application submission." At the bottom, there are fields for "Signature" and "Date", and two buttons: "Back" and "Save and Close".

### o Invite your school counselor in this section.

- You only need to complete this section one time and it will apply to all colleges in your Common App.

### o LETTERS OF RECOMMENDATION (LOR's)

- If the college accepts teacher recommendations, this section will appear for you to invite and assign teachers.
- You have control over which teachers you assign for each school. You can use the same teacher(s) for each college or you can use different teachers for each college that require recommendation letters.

The screenshot shows the "Recommenders and FERPA" section of the Common App interface. On the left is a sidebar menu with options: "Florida", "Princeton University", "College Information", "Application", "Questions", "Recommenders and FERPA" (which is highlighted), "Review and Submit - Common App", "Writing Supplement", "Questions", and "Review and Submit - Writing Supplement". The main content area has a yellow warning icon and the heading "Counselor". Below this, it says "You must invite a school Counselor who will complete the School Report and other forms for you." and there is a blue button labeled "Invite Counselor". Further down, there is another yellow warning icon and the heading "Teacher". Below this, it says "Please select and assign the Teacher(s) below whose recommendation will be submitted to this college on your behalf. You must invite a teacher with the Invite Teacher button before you can assign them to this college." and there is a blue button labeled "Invite Teacher". At the bottom, it shows "Required: 2" and "Optional: 0".

- You can submit your application even if your counselor and/or teacher have not completed their section as long as you have confirmed with your counselor/teacher that he/she has received the Common App invite email.
- Please give your counselor and teacher at least 2 weeks advance notice before your application deadline.



- If you need a **GUIDANCE COUNSELOR RECOMMENDATION**, complete the [Getting to Know You Form](#) email your completed form to your counselor requesting a letter and include all upcoming application deadlines.
- If you need a **TEACHER RECOMMENDATION**, complete the [Getting to Know You Form](#) and email your completed form to your teacher requesting a letter and include all upcoming application deadlines.
- **Letter of Recommendation Tips**
  - What information should you provide to your recommender in your letter of request?
    - College Information
      - List of colleges you are applying to that require a letter of recommendation
      - Instructions on how to submit letter (Uploading in Common App, mailing letter, etc)
      - Deadline for each college
    - What you plan to study at college (if you know)
    - What strengths, passions, or qualities would you like your teacher to highlight in a letter?
    - Special projects or memories from class that were significant to you
      - Use specific examples
      - List any stand out projects or instances where you went above and beyond
      - Mention times you contributed to a discussion or had a thought provoking conversation with the teacher
      - Favorite part or memory from that class
    - Background Information
      - Describe your background-1st generation, family, cultural influences
      - Financial hardships/challenges
      - What three adjectives would you use to describe yourself? Give specific examples or stories of a time you exemplified each one of these qualities.
      - Discuss an academic interest or passion.
      - Describe an involvement that's had a significant impact on you.
      - How do you spend your free time?
      - What have you learned about yourself since the time you started high school? How have you changed or grown?
      - Describe a significant challenge or obstacle you've had to overcome. How did you do so, and what did you learn from it?
- **References:** <https://blog.prepscholar.com/brag-sheet-for-letter-of-recommendation#:~:text=S,o%2C%20in%20a%20nutshell%2C%20a,%2C%20creativity%2C%20or%20leadership%20skills>
- **Sample Letter to Teacher:** <https://www.khanacademy.org/college-careers-more/college-admissions/applying-to-college/letters-of-recommendation/a/sample-note-to-provide-to-recommending-teachers>
- **FINALIZE YOUR APPLICATION**
  - **Review Applications**
    - Make a careful review of your application for each school.
    - Check for spelling errors, typos, and grammar.
  - **Submit**
    - You will submit each college's application separately in Common App when you are ready; you **DO NOT** have to submit all applications at the same time! You can submit as you are finished with each application.
    - Complete application fee payments. If you are fee waiver eligible this section will reflect that.

**SUBMITTING YOUR APPLICATION IS JUST THE FIRST STEP!  
KEEP READING!**

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## STEPS FOR AFTER YOU SUBMIT YOUR APPLICATION

- It is your responsibility to follow up with each college to ensure they received a complete application.
- You **must** check individual school's application checklist/student portals to ensure they receive all required documents by their deadlines. CHECK YOUR EMAIL DAILY!
- After you submit your Common App or a college's Institutional Application, most school's will send an email with instructions to access some version of an application status checklist/student portal to finalize your application and submit additional materials they request.
  - Example of Materials Needed
    - SAT/ACT scores
      - Self report your scores to schools that allow self reporting through their portal
      - Send official scores: You will need to login to your SAT and/or ACT account and pay to send official scores.
      - *You have up to 9 days after you take the SAT to send scores for FREE; after 9 days there is a \$12 fee for each score sent.*
    - Link your SSAR; go into each portal and link your SSAR to EACH school.
      - Complete the SPARK for UCF
      - If you make a mistake or need to make a change on your SSAR, you will need to UNLOCK your SSAR, correct mistakes/make changes, RELOCK your SSAR AND if you have linked it to a school, go back and RELINK to each school.
    - Official Transcripts
    - Residency Declaration
    - Applications to school specific scholarships you have applied to.
- The checklist/portal is where you can check the status of your application and see if you are missing any required documents.

### APPLICATION STATUS CHECKLIST STUDENT PORTAL

- If a school uses a portal, you will *usually* receive access to checklists/portals for within about a week of submitting your application.
- The application student portal is also where you will view your admission decision.
- If you haven't received notification regarding your portal, contact the college/university admission's department.
- **Transcripts**
  - Check each college's admission website to find out how the college wants your transcript sent. Some colleges will want a transcript sent from WOHS, some will want you to self report using SSAR or SPARK (UCF), and some will accept an uploaded transcript to Common App from your guidance counselor or SCOIR from Mrs. Maroth.
  - It is YOUR responsibility to track what each school needs from you.
  - In most cases, you will not send an initial transcript until after you submit your application.
  - You will send a **final transcript** at the end of the school year to the school you decide to attend.
    - **SSAR-Student Self-Reported Academic Record**
      - SSAR is a third party website for self reporting your academic record.
      - Most schools will require you to self report your initial transcript using the SSAR form. → <https://ssar.selfreportedtranscript.com/Login.aspx>
        - Download the [Guide to Complete the SSAR](#) for help completing it.
    - You will need your transcript to complete the SSAR. You can get a copy from your guidance counselor or stop by the CCC to ask Mrs. Maroth.
    - **You must enter every course and grade exactly as it appears on your transcript - even classes you took for grade forgiveness.**
    - Schools have the right to rescind admissions (and they do exercise it) due to self reported misinformation, whether accidental or intentional.
    - Ask Mrs. Maroth to review your SSAR before submitting!

- **SPARK Form (UCF Only)**
    - Similar to the SSAR, the SPARK is an online form to self-report your high school courses and grades to UCF.
    - You cannot access or complete the SPARK until you submit your application and receive your “Future Knight” portal login information. Once you login, the SPARK form will be an action item in your application status checklist.
  - **Common App**
    - Email your guidance counselor the date you wish to submit your application; they will upload your transcript, school report, and LOR (if needed) directly into Common App.
  - **What if a school does not use SSAR, SPARK, or Common App to submit transcripts?**
    - If a school requests you send your transcript via Parchment, Naviance, SCOIR, or some other means, please see Mrs. Maroth in the CCC for assistance.
  - **Official Transcripts**
    - Some schools do not use a self reporting platform and only accept official transcripts. For those schools, you will need to submit a [Transcript Request Form here](#).
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## FAQ's

- **How do I complete the activities section?**
  - Aim for depth over breadth. It's ok if you have 10 high quality activities to choose from but if you only have 2-5, that's ok too. You can include activities and hobbies outside of school. The goal is to show you aren't a one dimensional person by sharing your interests and involvement in other things besides academics.
  - Consult this [Guide to the Common App](#) for help in completing your application.
- **Do I need to wait until my counselor/teacher uploads their Letter of Recommendation before I submit my application?**
  - *No. You can submit your application without your counselor/teacher uploading their LOR.*
- **I don't like my SAT/ACT scores and am continuing to take them. Can I update my application with improved test scores after I submit my application?**
  - *Yes, but each school has different deadlines to submit improved scores so you need to check with each school to see how long they will continue to accept updated scores. In most cases, you will be able to update your scores in your “future student portal” for each school AND will need to send official test scores from your College Board or ACT account.*
  - *SAT Scores: Each time you register to take the SAT on a weekend, you can send four score reports for free. You can designate your score recipients at the time you register or any time until you take the test. You also have until nine days after the test to use your free score reports. After nine days there is a \$12 fee to send official scores.*

**The College + Career Center is open before/after school and during your lunch for walk in support. Please make an appointment using the link below for one on one support in college and career planning or dedicated help with your applications and essay/supplementals.**

**Warmest Regards,**

**Mrs. Maroth**

Brooke Maroth, MS  
College & Career Specialist  
West Orange High School  
[catherine.maroth@ocps.net](mailto:catherine.maroth@ocps.net)

**CCC Appointment Request**  
[https://calendly.com/wohs\\_ccc/appointments](https://calendly.com/wohs_ccc/appointments)

**Scholarship Listings**  
Scholarship listings can be found in the [WOHS Scholarships page](#)