HOW TO COMPLETE THE SSAR
WOHS College + Career Center

STEP BY STEP Video Guide
https://www.youtube.com/channel/UCeMbsuURi8cOT7mf2_An6CQ

STEP BY STEP Web Guide
https://srarsupport.zendesk.com/hc/en-us/categories/4408737284635-COMPLETING-THE-SRAR-SSAR

SSAR HELP DESK
https://srarsupport.zendesk.com/hc/en-us

GETTING PREPARED FOR THE SSAR

- Do NOT complete or submit your SSAR until you have finalized your senior schedule.
- Not all colleges use the SSAR, check with each school for their requirements.
- If you completed any high school coursework outside of the United States, you need to check each school's requirements for the SSAR; you may be exempt!
- Complete the SSAR <u>before</u> your application is due. You do not want to delay and have this completed late - it can effect your admission possibility.
- Set aside 45 minutes to 1 hour to complete the SSAR.
- You will need a unofficial copy of your transcript available to complete your SSAR. You can get this from your guidance counselor or Mrs. Maroth, the College and Career Specialist.
- *<u>DO NOT USE SKYWARD</u> to enter grades or coursework.*
- You can update/make corrections to your SSAR, but you MUST re-submit your updated SSAR by <u>relinking</u> it in each college's application status portal.
- Enter <u>every</u> course on your transcript into SSAR; your SSAR must match your final transcript. Colleges have the right to change their admission decision if your SSAR does not match your transcript.
- Include ALL grade forgiveness course. If it's on your transcript; it goes on the SSAR.
- You only need to complete **ONE** SSAR; the same SSAR will be linked to all colleges who use the SSAR after you apply. *due date varies - check each college's deadlines.*
- Once you start applying to colleges, check your email every night. If you made any mistakes and the SSAR is sent back to you for correction, you will never know if you don't check your email.
- If a college uses an admissions portal, please check your "Thanks for Applying" email(s) on how to submit your SSAR to each college you applied to.
- You <u>MUST</u> "link " your SSAR to EACH college after your application(s) is submitted and you complete the SSAR. .
- Most colleges have "help sections" or "how to's" in the admissions section of their websites.
- **UCF does not use the SSAR;** UCF uses their own self report record called SPARK. You will only be able to complete the SPARK <u>after</u> you submit your application to UCF and receive login information to your "Future Knight" portal.
  - SPARK Info → https://www.ucf.edu/admissions/undergraduate/spark/

==**DO NOT BEGIN UNTIL YOU READ ALL THE DIRECTIONS BELOW**==

GUIDE TO COMPLETE THE SSAR

- Make sure you have a paper copy of your most recent transcript - **DO NOT USE SKYWARD!**
- Check your transcript for any errors BEFORE you begin the SSAR.
- Create an account on the SSAR website → https://ssar.selfreportedtranscript.com/Login.aspx
- **Choose the colleges/universities you want to receive your SSAR**
  - It will take 1-3 days AFTER you submit your completed SSAR **and** link it in the future student portal for each school to which you have applied.

- **Enter High Schools**
  - Add **ALL HIGH SCHOOLS** with from/to dates you have attended.
    - *Students with international coursework, partial home school, or other special circumstances should check with each school they are applying to and how they prefer the SSAR to be entered.*
  - When entering your dates of attendance for each school, enter the date (MM/YYYY) you started at the school through the date you left the school..
    - This is what the WEST ORANGE HIGH SCHOOL information should look like.

- **Enter GPA + CLASClass Rank Information**
  - You will enter this information as it appears on your transcript, NOT Skyward.
  - Input your WEIGHTED GPA ("DISTRICT" GPA on your transcript)
  - Input your UNWEIGHTED GPA ("STATE" GPA on your transcript)
  - Select "This school provides a numerical class rank and size"
    - Enter your rank and the size of the senior class (located next to your GPA summary on your transcript)
    - Select "This school does not calculate or report an unweighted class rank"

◻ GPA/Class Rank

Enter GPA and Class Rank for West Orange High School

Please provide all GPAs calculated by your school (weighted AND unweighted) as well as class rank.

Cumulative weighted GPA: ❓

5.065

☐ This school does not calculate or report weighted GPA. ❓

Cumulative unweighted GPA: ❓

4.96

☐ This school does not calculate or report an unweighted GPA. ❓

◻ GPA/Class Rank

Please select an option below that best describes your class rank.

Class Rank/Size:

☑ This school provides a numerical class rank and size.

[30] / [626] (weighted rank)
☐ This school does not calculate or report a weighted class rank.

[0] / [0] (unweighted rank)
☑ This school does not calculate or report an unweighted class rank.
--or--
☐ My school uses Percentile Ranks

--Select-- ▾

--Select-- ▾

--or--
☐ This school does not provide rank information or I do not know it.
☐ I am home educated/home schooled and do not have a class rank.

- **Enter/Edit School Counselor Information**
  - Enter your Guidance Counselor and their contact information.
  - [Click for your Guidance Counselor information](#)
  - Enter WOHS Student Services phone number: 407-905-2403
- **Middle School Courses**
  - ***Do not add your middle school to this section.*** When you get to the "Coursework" Section of the SSAR you will enter all high school credit coursework taken in middle school under the "Academic Level" column as "Middle School."

  - **Virtual School Courses:**
    - If you took classes at FLVS or OCVS enter "Florida Virtual School" and/or "Orange County Virtual School" as another high school.
    - For FLVS and/or OCVS, do not enter any information in the "Enter/Edit GPA and Class Rank" and "Enter/Edit School Counselor" : LEAVE BLANK
- **College Courses**
  - **Do not add dual enrollment colleges to "Enter Schools" section of the SSAR.** If you enrolled in any college courses **(DUAL ENROLLMENT)** that are listed on your high school transcript, list them under **WEST ORANGE HIGH SCHOOL** and use the "Course Level" field when entering your coursework to indicate the type of course (e.g., dual enrollment.)

ORANGE TECHNICAL COLLEGE (OTC) Students: OTC classes are taken for certification, not college credit so you will enter all OTC classes under ORANGE TECHNICAL COLLEGE - MID FLORIDA CAMPUS, NOT as dual enrollment at West Orange HS.
  - Enter OTC as a SEPARATE school in the "ENTER HIGH SCHOOLS" section.
  - Choose "ADD SCHOOL" and enter Orange Technical College Mid Florida Tech : CEEB 102173
  - All OTC courses should be entered here, NOT in the West Orange HS coursework section.

NEXT SECTION: ENTER COURSEWORK

- This is a very important section! The SSAR is how colleges will initially evaluate your entire transcript so accuracy is imperative. Take your time and come to the College + Career Center with any questions.
- You will enter ALL coursework attempted for high school credit including all dual enrollment courses you have taken - if it's on your transcript, it goes on your SSAR.
- You can choose EITHER "Quick Start Course Entry" OR manually input for each subject area using the table, it is YOUR preference.
- **About Grade Forgiveness:** If you took coursework for grade forgiveness, you must enter the original course and grade **AND** the course and grade that counted for the forgiveness.

FOLLOW THESE INSTRUCTIONS FOR ENTERING COURSEWORK FOR EITHER CHOICE ABOVE
- **Academic Level:** Select the year you took the course.
- **Generic Course Title:** Select the generic subject area from the drop down menu.
- **Course Name:**
  - Record course name EXACTLY as it appears on your transcript. For example, Algebra 2 Honors should be entered ALG 2 HON.
- **Course Level:** Select the course level that appears on your transcript.
- **Course Length + Grades:** If the class was a FULL CREDIT (1.0), enter "FULL YEAR" and FINAL GRADE.

Academic Level	Generic Course Title	Course Name	Course Level	Course Length
11th Grade (2022-2023) ▾	BIOLOGY ▾	AP BIO	AP (Advanced Pl... ▾	Full Year ▾

Grades ❓

Final Grade	B	Clear	The course was
			☐ taken online
Credits/Units ❓	1		☐ taken during the summer
			☐ a repeat/retake of a prior course

- If the class was a HALF CREDIT (.50) you will enter "SEMESTER"
  - **If you took the same course over a full year, but it is reported on your transcript as 2 HALF (.5) CREDIT classes, you will enter SEMESTER + FINAL GRADE for EACH SEMESTER.**
    Example:

Add Course

Academic Level	Generic Course Title ❓	Course Name ❓	Course Level ❓	Course Length ❓
9th Grade (2020-2021) ▾	PHYSICAL EDUCATION ... ▾	HOPE	Standard ▾	Semester ▾

Grades ❓

First Semester
A ▾ Clear

Credits/Units ❓ 0.5

The first semester was
☐ taken online
☐ taken during the summer
☐ a repeat/retake of a prior course

☐ COVID-19 affected the grading practice/scale at my school for this grade.

Second Semester
B ▾ Clear

Credits/Units ❓ 0.5

The second semester was
☐ taken online
☐ taken during the summer
☐ a repeat/retake of a prior course

☐ COVID-19 affected the grading practice/scale at my school for this grade.

- **For any courses that are ONLY one semester(.5 credits), enter your final grade in FIRST SEMESTER ONLY : You will leave the Second Semster empty.**
  Example:

Add Course

Academic Level	Generic Course Title ❓	Course Name ❓	Course Level ❓	Course Length ❓
10th Grade (2021-2022) ▾	DRIVERS EDUCATION ▾	DRIVER ED CLASS	Standard ▾	Semester ▾

Grades ❓

First Semester
A ▾ Clear

Credits/Units ❓ 0.5

The first semester was
☐ taken online
☐ taken during the summer
☐ a repeat/retake of a prior course

Second Semester
--Grade-- ▾ Clear

Credits/Units ❓ 0.5

The second semester was
☐ taken online
☐ taken during the summer
☐ a repeat/retake of a prior course

- **Middle School:**
  - All high school credit coursework listed on your transcript that were completed in Middle School should be entered under the "Academic Level" column as "Middle School."
  - You will not list the specific grade level or the name of the middle school.

Currently Entered Coursework

	Academic Level	Generic Course Title	Course Name	Course Level	Course Length	Semester/Term	Grade	
☐	Middle School	ALGEBRA 1	ALG HON 1	Honors	Full Year	N/A	B	🖉
☐	Middle School	GEOMETRY	GEO HON	Honors	Full Year	N/A	A	🖉

- **Senior Year Courses and Grades:**
  - Enter all current Senior coursework **and** any courses (including DE) you will take in Spring.
  - Select "IP" for "In Progress" for all Senior year courses.
- **Dual Enrollment/College Courses:**
  - Enter all dual enrollment courses on your transcript under WEST ORANGE HIGH SCHOOL as they appear on your transcript.
  - Record each course in the semester in which the course was taken.
  - Select "Dual Enrollment" for the Course Level.

- **ORANGE TECHNICAL COLLEGE (OTC) COURSEWORK:**
  - Enter all OTC classwork separately, NOT under WEST ORANGE HS.
    - Complete all coursework taken at West Orange HS first.
    - Click "ENTER COURSEWORK" in the BLUE BANNER at the top of the page.
      - COURSE LEVEL : Accelerated
      - COURSE LENGTH : Semester
      - Enter FINAL GRADE for each semester

Add Course

Academic Level	Generic Course Title	Course Name	Course Level	Course Length
12th Grade (2023-2024)	CULINARY ARTS	INTRO TO FOOD PREP	Accelerated	Semester

Grades

First Semester	A	Clear	The first semester was ☐ taken online ☐ taken during the summer ☐ a repeat/retake of a prior course
	Credits/Units 0.5		
Second Semester	A	Clear	The second semester was ☐ taken online ☐ taken during the summer ☐ a repeat/retake of a prior course
	Credits/Units 0.5		

FINALIZING - LOCKING - LINKING YOUR SSAR

- When you are finished entering all your coursework, you are strongly encouraged to let Mrs. Maroth in the College + Career Center review it for accuracy **PRIOR** to locking and linking it.
- When it is final , you will **LINK YOUR SSAR** inside EACH SCHOOL'S future student portals.
- If you need to make any changes to your SSAR after locking and/or linking it, you will need to **UNLOCK** it, make the changes/corrections and then **RELOCK** and **RELINK** it in each school's portal.
- Your application cannot be finalized until your SSAR is LOCKED and LINKED for EACH SCHOOL that requires one.

Questions? Come see Mrs. Maroth in the College + Career Center, Room 802.

SSAR FAQS

What is the SSAR? The "Self-Reported Student Academic Record" (SSAR) is a third party platform that provides a way for students to self-report a transcript (coursework and grades) to support college applications. The SSAR replaces the high school and college transcripts portion of your *initial* application. ***Accuracy is essential, so make sure you have a copy of your high school transcript available for reference when creating your SSAR.***

Where can I complete SSAR? On the SSAR website → https://ssar.selfreportedtranscript.com/Login.aspx

Can my SSAR be used by multiple colleges/universities? Yes, you will use the same SSAR for every college or university that requires the SSAR.

When do I complete SSAR? You can start your SSAR when it becomes available in August of your senior year AND when your senior schedule has been finalized. While you can begin your admissions application prior to completing your SSAR, your application cannot be finalized until you *LINK* your completed SSAR in each school's future student portal.

What do I enter into the SSAR? You need to enter **ALL** coursework listed on your transcript. Accuracy is important because all acceptances granted by the Office of Admissions will be validated using your official high school and college transcripts sent in after you graduate. Acceptances granted using inaccurate SSAR data will be subject to revocation and, if discovered after classes begin, can result in cancellation of registration.

How do I enter my grades on the SSAR? WOHS does not use + or - grades (A+, B-, etc.) so you should enter your weighted grades exactly as they are written on your transcript. There will be a separate field on the SSAR (Course Level) for you to list the type of course (i.e. Honors, AP, dual enrollment, etc.).

How do I report my senior classes? You should list your senior-year classes as "In Progress" since you will have no grades associated with them. If your schedule changes, you must immediately update your SSAR. To make changes, simply log in to the SSAR website with the email address and password used to create your original SSAR. **DO NOT list courses you are currently taking as "Incomplete" as this will cause your number of credits to be calculated incorrectly.**

Do I need to wait to submit my SSAR until I get my first semester grades my senior year? No. You can start as early as August of your senior year after your senior schedule is finalized.

How do I enter my weighted grades? You should report all grades exactly as they are listed on your transcript. Do not add or remove any weight. There will be a separate field on the SSAR (Course Level) for you to list the type of course it is, i.e. honors, AP, dual enrollment, etc.

What if I have grade forgiveness? *All attempted coursework must be listed on the SSAR*, including grade forgiveness coursework and any repeated coursework.

How do I enter HOPE, PE, Journalism, Debate, etc? Enter under "Other Coursework."

What if I am unsure about the dual enrollment classes that I will be taking during the second semester of my senior year? You should provide the best estimation of what classes you will be taking when completing the SSAR. If your schedule changes, you will be able to update the SSAR. If the correct

information is not listed on your SSAR when validating your classes and grades from your official high school and college transcripts, your admission is subject to revocation and, if discovered after classes begin, cancellation of registration.

Can I change/update my SSAR after I complete it? Yes. You want your SSAR to be as accurate as possible so, if you have corrections or your schedule changes, you should update your SSAR. To make changes, simply log in to the SSAR website with the email address and password used to create your original SSAR. If you have already submitted your SSAR to a school, make sure you submit your updated SSAR by relinking it in each school's future student portal or by emailing the college's admissions office.

When do I send my official transcripts? If you are admitted and decide to enroll, you are required to submit an official final transcript from your high school prior to enrollment verification by the Office of Admissions of the college you will be attending. You must submit your final official high school transcript by the college's deadline (It is YOUR responsibility to know when that is.) Failure to submit your final high school transcript will impact your registration.