



QUICK GUIDE TO COMPLETE THE SSAR

courtesy of the 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>

GET STARTED → Set up an account at <https://ssar.selfreportedtranscript.com/Login.aspx>

- Do NOT complete or send your SSAR until you have finalized your senior schedule.
- Complete the SSAR before your application is due to the university. You do not want to delay and have this completed late - it will affect your admission possibility.
- Set aside 45 minutes to an hour to complete the SSAR.
- You will need course codes listed on your transcript so you need to have a hard copy of your transcript available as you complete your SSAR.
- *DO NOT USE SKYWARD to enter grades or coursework.*
- You can get an unofficial copy of your transcript from your guidance counselor or Mrs. Maroth, the College and Career Specialist.
- Once you start applying to colleges, you MUST 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.
- You cannot link your SSAR to colleges until your application(s) is submitted to each college.
- If the 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 only need to complete ONE SSAR; the same SSAR will be submitted to all colleges who use the SSAR after you apply. **due date varies - check each college's deadlines.*
- You can go back and update your SSAR, just make sure you submit your updated SSAR by relinking it in each college's future student portal or by emailing their admissions office.
- Your SSAR must match your final transcript. Colleges have the right to change their admission decision if your SSAR does not match your transcript.
- Not all colleges use the SSAR, check with each school for their requirements.
- Most colleges have "help sections" or "how to's" in the Admissions section of their websites.
- UCF does not use the SSAR; they use their own self report record called SPARK. You will only be able to complete the SPARK after you submit your application to UCF and receive login information for your "Future Knight" portal.

SSAR FAQs

What is the SSAR? The “Self-Reported Student Academic Record” (SSAR) is a third party service that provides a way for students to self-report the courses and grades they’ve received, or expect to receive, 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 can use your SSAR at any college or university that accepts 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 will be incomplete until you link your completed SSAR to each application 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, cancellation of registration.

How do I enter my grades on the SSAR? The SSAR format collects grades on a semester basis. 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.).

Refer to the following examples to guide your grade submission. If your transcript shows;

- [Only semester grades](#) → Enter your semester grades as shown on your transcript.
- [Only final grades](#) → Enter the final grade twice (first semester and second semester) for yearlong courses (one credit), and once for semester-long courses (half credit).
 - For example, if you earned a grade of B in Algebra I, a yearlong course (1 credit), enter that grade twice (first semester and second semester). If you took Trigonometry, a semester-long course (half credit), enter that grade once in whichever semester the course was taken.
- [Both semester grades and final grades](#) → Use the final grade.
 - For example, if you took Algebra I earning an A in the first semester and a B in the second semester with your final grade being a B, enter a grade of B twice (first semester and second semester).

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.*

Are middle school courses included on the SSAR? If courses for high school credit were completed in middle school, then they should be included on the SSAR listed under the high school from which you will graduate.

What if I attended multiple high schools? When completing the SSAR, applicants should only list the high school from which they will graduate, even if multiple schools were attended.

Does it matter if I attended more than one high school and/or college during my academic career? No. When completing the SSAR you should list all coursework regardless of how many different schools you attended. If you attended multiple schools and the classes and grades are not reflected on your current high school transcript, you should obtain a copy of previous transcript(s) from each school's guidance office.

Is there a step-by-step tutorial I can use to complete my SSAR? This [SSAR tutorial playlist](#) (click for link) on YouTube reviews the entire process of completing your SSAR, including how to enter specific types of coursework, like dual enrollment, middle school and more. If you have specific SSAR questions, please reach out to the [SSAR Help Desk](#) (click for link).

How do I enter HOPE, PE, Journalism or Debate? HOPE, PE, Journalism and Debate are listed under "Other Coursework."

How do I enter Dual Enrollment coursework? Dual Enrollment (DE) courses through a community college or university should be entered under "High School" with "Dual Enrollment" as the "Course Level."

- If your dual-enrollment course is **one credit** in high school, enter the grade twice (first semester and second semester).
- If your dual-enrollment course is **half credit**, enter the grade once.
- DE courses should be reported in the appropriate subject area (English, Mathematics, Natural Science, Social Science/History, and World Language).
- If the DE course does not fall into one of the subject areas mentioned in the previous bullet point, it should be listed in the "Other Coursework" area.
- If you withdrew from a class and it is not listed on your transcript, do not enter it.
- Summer DE classes would be listed under the previous year. For example, if you took classes between 10th and 11th grade, they would be listed under 10th grade.
- If you failed a class or took a class for forgiveness, you **MUST** list all old and new grades.
- List Micro and Macro Economics separately.
- List US Government and Comparative Government and Politics separately.
- List classes taken this year as IP (In progress).
- You do NOT need to list your GPA each year.

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. These transcripts will be used to validate the information on the SSAR. Students with inaccurate SSARs will be contacted and their admission is subject revocation and, if discovered after classes begin, cancellation of registration

Your transcripts will be used to verify the accuracy of your SSAR. 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 for the spring term. If you have received any merit-based scholarship award, financial aid disbursement or Bright Futures award, it will not be disbursed until ALL final required documents are received and processed.