



SSAR Cheat Sheet

1. Start by setting up an account SSAR.selfreportedtranscript.com
2. Once you start applying to schools, you **MUST** check your email every night. If you did something wrong and it is sent back to you, you will never know if you don't check. UF will notify you if you did something wrong in the SSAR.
3. Do **NOT** send the SSAR until you have finalized your senior schedule.
4. You cannot link SSAR to schools until the applications are submitted.
5. The following Florida schools will be suing a SSAR this year: UF, FSU, FGCU, FAU, UNF, USF, New College and Florida Poly
6. We have prepared a few tips for filling out the SSAR. See below:
 - HOPE, PE, Journalism and Debate go on the SSAR under "other coursework"
 - Use your Virtual Counselor graduation information to complete SSAR. You can also purchase a hard copy of your transcripts from Cypress Bay for \$2 that will make this process much easier.
 - List your Cypress Bay classes twice...with each semester grade (ex. Spanish 1 A Spanish 1 A)
 - If it is an EOC class (Algebra, Geometry, Alg. 2, U.S History Honors... you double that one grade)
 - If you took an online FLVS class and did it during two separate years, you list it twice the year you completed it
 - List High School classes taken in Middle School
 - One SSAR for all Florida schools. Due date varies. Please check with the schools. (UF is due TBD and FSU is due Nov. 1st)
 - Dual Enrollment classes are listed as semester credits and listed as Dual Enrollment twice if they are a full credit class and only listed once if they are half credit
 - Summer Dual Enrollment classes would be listed under the previous year (for example, if you took BC classes this past summer, they would be listed under 11th grade)
 - If you failed a class or took a class for forgiveness, **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
 - You can go back in to the SSAR and update it, just make sure you re-link it
 - Your SSAR must match your final transcript (which you will send to FSU/UF if you get in at the end of the year) or they have the right to change their admission decision