

Guide to the SRAR (Self-Reported Academic Record) for West Seniors

Before You Begin

- Schools that use the SRAR: Penn State, Rutgers University, University of Delaware, University of Pittsburgh, and several [others](#)
- While each school has its own website, your information will connect across institutions if you use the same log-in credentials
- Have a copy of your high school transcript on hand (IC Portal)
- SRAR will save your work as you complete it, so you can log out and return later. The whole process will take approximately an hour.

Creating a SRAR Account

- *Email Address*: use the same email address that you are using for all your college application related accounts- this should NOT be your school email
- *Student Type*: I am a future first year student
- Make sure you save the email and password you chose so that you can use the same account for multiple institutions

Home Page

- *Student Type*: Freshman/First Year Student
- You will see all linked universities- in order to have an institution added to this list you must access the SRAR through that institution's branded SRAR

Enter High Schools/Colleges

- *Enter Month/Year of high school graduation*: June, 2026
- Click add school and search for Central Bucks West High School using the CEEB code: (If you have attended more than one high school select "add another school" and repeat the search) Reminder: Tohickon and Lenape are not High Schools, so West is your sole High School in the college application process
- Only report courses that appear on your high school transcript. If you have taken courses at a college, you should send that transcript separately to the institutions you are applying to
- *Dates of Attendance*: select the date you started and the date you will graduate (if you have attended West all four years these dates would be August 2022 and June 2026)
- *Grade Scale*: Letter Grades
- *Final Grades are Provided As*: Yearly

Enter Coursework

- I prefer to enter my coursework by: YEAR

- If directed, enter your school counselor’s information:
 - Enter your GPA/Class Rank
 - *GPA*: Report the cumulative GPA listed at the bottom of your transcript and select “weighted”
 - *GPA*: “This school does not calculate or report an unweighted GPA”
 - *Class Rank*: select “This school does not report rank information, or I do not know it”
- Under Enter Coursework you can begin to add courses by academic year by clicking the green pencil icon next to the school year
- Subject area: select from the options provided in the drop-down menu (use these options as much as possible rather than selecting “other”)
- Generic Course Title: you will see a generalized name for the course to be selected from a drop-down menu
- Course Name: Enter the course name EXACTLY as it appears on your transcript
- Course Level: For academic level courses choose “standard”, choose “honors” for honors level courses, and “AP” for Advanced Placement courses
- Course Length: Select “Full Year” and then adjust the credit value of the course to reflect the credit awarded on your transcript
- Course Grade: Enter your final grade for the course exactly as it appears on your transcript and make sure the credit entered matches the credit received on your transcript
- Once you have completed this process for a course make sure you select “Save Course”
- You will repeat this process for each course listed on your transcript
- For senior year courses select “In Progress” for the grade, DO NOT report marking period grades

Enter Exams

- You may or may not see an additional section to enter exams depending on the school(s) you are applying to that require the SRAR
- You are **not required** to enter your test scores on the SRAR

Review/Submit

- Review all the information you have entered and make sure coursework matches EXACTLY what is on your high school transcript
- On this screen you will be alerted to any required information that you failed to complete
- Click “Submit” once you have reviewed everything