**FAQ’s of the College Application & Process: CB South Class of 2026**

**\*SOME GOOD ADVICE FROM THOSE WHO HAVE COME BEFORE YOU…**

Complete [Record Release Form](https://www.cbsd.org/Page/16346) BEFORE anything else.

Read this whole document before getting started!

Set up a private email account for everything college! Don’t use your CBSD email.

Use the 1 page [“Quick Guide”](https://www.cbsd.org/Page/16346) for application steps.

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**Answers to frequently asked questions…**

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| CB South School Code (CEEB code) | 394-992 |
| # students in Class of 2026 | 555 |
| Date I started High School | September 2022 to Present (grades 9-11) |
| Class Rank | CBSD does not rank |
| Grading Scale | 4.0 Weighted |
| Where can I access my transcript? | Unofficial transcript is accessible on Student Portal |
| Where is our school profile and what does it include? | [CB South website](https://www.cbsd.org/Page/23795). It includes our specific school stats and is sent to all college to which you apply. |
| What is on the Official Transcript? | * Weighted Cumulative GPA (Grades 9-11) * All courses completed and letter grade earned * Number of credits * School information |
| What is NOT on the Official Transcript? | * Standardized test scores (Keystone, SAT, etc) * Rank * Attendance |
| How to have the Official Transcript sent to College(s) | Request through Naviance; reference the Quick Guide on the South Website in September for directions. |
| What is sent to colleges when I request a transcript from South? | Transcript, CB South Profile, senior year schedule, counselor letter of recommendation *if requested*. |
| When will my school records be sent to colleges? | The window to request documents opens the 2nd week of school; allow 15 school days for requests to be processed. |
| The application is asking for my GPA for each year of HS separately. | If you correctly indicated that courses are “yearly” this will not come up as a prompt on the application. |
| Do I mention my middle school when asked if I attended any other schools between grades 9-11? | NO; 9th grade is a part of your CB South Transcript. |
| What if I transferred to South between grades 9-11 from another district? | Your previous high school transcript has been incorporated into your CB South transcript; DO NOT list your previous school. Doing so will require you to have your previous HS records sent directly from that school to college(s). |
| What is the SRAR, where is it located, do I have to do it, and how do I complete it? | Some colleges require you to “self-report” your academic record rather than send an official transcript. They may have you do so using an online document called the “SRAR” and they will email you the link and directions. PSU and Pitt are schools that use this. You complete it once. Helpful resources are on the colleges websites. |
| What if I make a mistake on the SRAR? | As long as the mistake is corrected before the application is reviewed and/or before the application deadline, you can log in to your SRAR/SSAR account and make the changes. If you are too late, you should call the admissions office at your chosen colleges to inform them of the errors. |
| How do SAT or ACT scores get sent to colleges? | Request score reports directly from CollegeBoard (SAT) or ACT. AP scores are typically not used in the admissions process. |
| Do I wait to apply to college if I am taking the SAT in the fall of 12th grade? | No, DO NOT WAIT TO APPLY! You can indicate in the application that you are taking the test again. |
| What is the last SAT date you can consider taking in the fall as a senior? | October test if application deadline is November 15. November test if application deadline is Nov 15 - Dec 1. |
| Should I or shouldn’t I submit test scores? | Many schools are test optional; if you are unsure whether to submit scores, consult with your counselor. Certain majors may require test score submission. |
| How do I make sure all documents are sent at the same time? | Not necessary! Once a college receives a document they will open a file on you and as supporting documents arrive, they will be added to your file. Don’t wait - send! |
| When can I start applying to colleges? | Rolling admissions: many schools will accept applications as early as August 1.  Early Action, Early Decision & Regular Decision: application timelines on college websites. |
| Is it better to use college specific application or the **Common App**? | The Common App is a great application platform saving you valuable time; there is no negative impact for using that platform. Check to see the colleges you are applying to are members of the Common App. |
| What is the **Coalition Application**? | Similar to the Common App, it is an application that includes many colleges and can potentially save you time if you are applying to several schools that are members of that platform. It is newer to the admissions world so does not have as many college members. |
| What are advantages or disadvantages of applying Early Decision (ED)? | If the college offers ED, IT IS A SERIOUS DECISION THAT IS BINDING and requires counselor approval. Be sure this is your first-choice college and that you understand the financial commitment. You are only permitted to apply to one school ED. |
| What is Early Action (EA)? | If the college offers EA you apply by the early deadline and an admissions decision also arrives early. It is NOT BINDING and most schools do not restrict the number of applications you can submit EA. |
| When do I send AP Test Scores to colleges? | AP Exam scores are not part of your transcript. You will request AP scores through your College Board account once you decide where you will attend. |
| What is the process for asking South teachers for a recommendation and how do I get it to the college? | Recommendations are requested through Naviance; you will not receive the letter and you cannot submit them directly. Refer to the Quick Guide for process details.  If there is an Honors program or military academy which ONLY allows recs to be submitted a specific way, make that clear to your teacher/counselor so they know they cannot send their rec via Naviance to that program. |
| What if I request a recommendation from someone not employed as an educator at CB South (coach, MBIT teacher, employer, etc?) | Only current CB South teachers can utilize and submit through Naviance. You will provide all other recommenders a direct email contact at the university to send the recommendation. |
| What is meant by “application supplements” and are they in the Common App? | Each college included in the Common App has the option of including a “supplement”, which poses additional questions or essay(s). Click on the college after you have listed it in the Common App and the prompts will be there. Check the college’s website to get further clarification. |
| Should I declare a major on the application?  Does applying “undecided” help me get in? | When students apply “undecided” the entire transcript is evaluated, but when a major is declared the major related courses are more heavily evaluated. Some majors must be declared because transfer to them is not possible or very difficult. Examples include nursing, speech, engineering, Phys Assistant, PT. Best to check with admissions counselor directly. |
| What do I need to do to apply for Financial Aid? | FAFSA: Free Application for Federal Student Aid  PHEAA: PA application for state based aid  CSS Profile: only required by some colleges (fee)  Pay attention to deadlines! |
| Should I send SAT or ACT scores if I took both? | You can send both. You might wish to use the [ACT/SAT Conversion Calculator](https://www.princetonreview.com/college-advice/act-to-sat-conversion) to determine if one is better to send over the other. |
| **Questions that come up later in the process…** | |
| How do I send Mid-Year Reports? | Automatically sent to all colleges to which you applied; you don’t need to do anything. |
| How do I send 1st Marking Period Grades | Can be sent to college(s) upon request to your counselor. The college will let you know if they wish to have this report. |
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