SF College Application Tip Sheet

Please refer to this page when completing your college applications.

- **South Fayette school code or CEED code:** 392745

- **Class Rank:**
  - Indicate that your high school <u>does not</u> report class rank.

- **Grading Scale:**
  - 4.0 scale, weighted.
  - Your QPA may be above a 4.0 on a 4.0 scale.

- **Teacher Recommendations:**
  - Do not invite teachers to complete recommendations through Common App or Coalition App. Request teacher letters of recommendations through Naviance.
- **Counselor Recommendations:**
  - Does your school require a counselor letter of recommendation? **You MUST complete a Request for Counselor Letter of Recommendation form and submit to the Counseling Office.** This form can be found in the Counseling Google Classroom (code: morzq9). There is no way to request a counselor letter of recommendation in Naviance.

- **Self-Reported Academic Record (SRAR):**
  - Some schools require a student to report their own grades rather than send in a transcript (ex: Pitt, Penn State, Virginia Tech).
  - If you are self-reporting your grades, be sure to get a copy of your transcript from the Counseling Administrative Assistant. Use your transcript to complete the SRAR and **input every class and grade as it appears on your transcript.**
  - If you complete the SRAR, **<u>do not request your transcript in Naviance.</u>** Doing so will delay the review of your application.
- **Transcripts:**
  - If a school requires an official transcript from SF, log into your Naviance account to request the transcript. Follow the directions at https://www.southfayette.org/Page/1050

- **SAT/ACT:**
  - Send your SAT/ACT scores to the schools you are applying to by logging into your College Board/act.org account and following the appropriate steps.
  - Typing in your SAT/ACT scores on the application is not sufficient, unless the school indicates that you can self-report your scores. Please call the admissions office directly if you are unsure.

- **Deadlines:**
  - Be aware of application deadlines. Even if a school has rolling admissions, they still may have a deadline to submit the application in order to be considered for scholarships!
  - Request transcripts and letters of recommendation **at least two weeks before a deadline.**
- **Early Decision:**
  - If you are applying early decision, you must complete the Early Decision Form (which can be found in the Counseling Office and the Counseling Office Google Classroom) and return to the Counseling Office no later than October 15th for EDI and December 1st for EDII.