SF College Application Tip Sheet

Please refer to this page when completing your college applications.

- **South Fayette school code or CEEB 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:**
    - <u>Do not</u> invite teachers to complete recommendations through Common App or Coalition App. <u>Request teacher letters of recommendation through Naviance.</u>

- **Counselor Recommendations:**
    - Does your school require a counselor letter of recommendation? **See the Counselor Letter of Recommendation Form on our website or in the Counseling Office for directions.** There is no way to request a counselor letter of recommendation in Naviance.

- **Self-Reported Academic Record (SRAR):**
    - Some schools ask for, or require, a student to report their own grades, rather than send in a transcript (ex: Pitt, Penn State).
    - If you are self-reporting your grades, stop in to see, or email the counseling office administrative assistant, to request a copy of your transcript. Use your transcript to complete the SRAR.
    - **Input every class and grade as it appears on your transcript.**

- **Transcripts:**
    - If a school requires an official transcript from SF, log into your Naviance account to request the transcript. Directions for requesting transcripts can be found at
    https://www.southfayette.org/CollegeApplicationResources.aspx

- **SAT/ACT:**
    - Send your SAT/ACT scores to the schools you are applying to by logging into your College Board/act.org account, select to send scores, and add all schools where scores should be sent.
    - 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 if you are unsure).

- **Deadlines:**
    - Be aware of application deadlines. Even if a school has rolling admissions (application stays open your entire senior year), 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.**