

# How Do Colleges Want To Receive My Transcript?

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## Online via the SSAR (Self-reported Student Academic Record)

1. Go to the website: [ssar.selfreportedtranscript.com](http://ssar.selfreportedtranscript.com)
2. Create an account
3. Use your Family Access Portal Transcript to complete
4. Email yourself the ID code. You can use that code to link your SSAR to the following schools:
  - Flagler College
  - Florida A & M University
  - Florida Atlantic University
  - Florida Polytechnic University
  - Florida State University
  - New College of Florida
  - University of Florida
  - University of North Florida
  - University of South Florida
  - University of West Florida

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## Online via the SPARK (Self-Provided Academic Record for Knights)

1. University of Central Florida is the only school that uses this
2. After you have submitted your application, you will receive an email telling you to set up your Futures Knights Portal
3. You access the SPARK through the Future Knights Portal

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## If you Applied to a College using the Common Application

1. Your school counselor will upload your transcript into the Common App for any Common App school EXCEPT for the schools that require the SSAR (See list above)
2. Please make sure you nicely ask your school counselor to upload your transcript for each of your Common App schools that DO NOT require the SSAR! Visit your counselor with a list of your Common Application schools or send them an email. Remember to say thank you! 😊
3. **Florida Gulf Coast University** is an exception on this list.
  - Come to Rotary Futures to fill out the Transcript Request form and request an Electronic transcript.
  - Our registrar will then send your transcript through our computer system designed for transcript delivery

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## If you applied to a College using the application on the College Website (NOT the Common Application)

1. Reference the SSAR list above; if your school is on that follow those steps. If not go to Step 2 below
2. Request a hard copy of the transcript in Rotary Futures by filling out the Transcript Request form

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## ✓ To guarantee that your transcript arrives on time, you need to do the following steps:

1. Join the RF Remind group so we can tell you when the transcript is ready.
2. Pick up the sealed envelope from Rotary Futures.
3. Do not break the seal under any circumstance. It is the same information that is in your Family Portal.
4. Go to your school's website and find the mailing address for the Admissions office.
5. Put transcript in the mail ASAP after picking it up (it usually requires two stamps since the envelope is heavy).