

Requesting Transcripts

In-state universities other than UF and FSU require an official high school transcript.

All *Common Application* schools require a Secondary School Report, your high school Profile, along with an official transcript of your academic work through 11th grade.

Universities using the *Coalition Application* ask that you upload a copy of your official transcript to your Coalition account.

Academic Transcript

The transcript is the most important item in your admissions file. On it are your course grades from ninth, tenth, and eleventh grades. (Your first semester senior year grades are sent as soon as they are available and are very important).

Common Application

- **School Profile** The [School Profile](#) includes summary information regarding your high school's curriculum, grading policy, statistical data regarding standardized test distribution and college entry, and a list of weighted course offerings. College admissions officers use the School Profile to offer a context for a student's standing within opportunities provided in a school system.
- **Secondary School Report (Common Application)** The Secondary School Report form requests information about the student in the context of your high school. Colleges and universities ask specifically about the rigor of the student's curriculum as compared to other students.
- **The Counselor Letter of Recommendation/Common Application Evaluation**
An official school recommendation/evaluation may also be written by your counselor and represents the collective support of the school community.

Transcript Requests

In order for your transcript to be sent to colleges you must speak with your high school counselor. Please make requests as soon as possible to assure their delivery. Most Common App schools also require a Mid-Year Transcript. This is sent after you complete your fall semester courses and is used to review your academic progress.