

# SENIOR TRANSCRIPT CHECKLIST 2018-2019

[WWW.COMMUNITYHIGH.NET/COLLEGE/COLLEGE-COUNSELING](http://WWW.COMMUNITYHIGH.NET/COLLEGE/COLLEGE-COUNSELING)

## TRANSCRIPT TIMELINE

(The earlier you do these things, the less people will be annoyed with you)

<u>Starting Now</u>	<u>3-4 weeks before 1st deadline</u>	<u>1-2 weeks before 1st deadline</u>
Submit college deadline form online	Request Letters of Rec Order SAT, ACT, and AP Scores	Order college class transcripts Request CHS transcripts Print Secondary School Report

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## SUBMIT COLLEGE DEADLINES

- Use the “College Deadlines” button on the right side of the [college counseling website](#) to let Erin your application deadlines. **This is so Erin can make sure your transcript goes out on time.**
- You can fill out the form as many times as you need.

## LETTERS OF RECOMMENDATION

- Letters of recommendation should be requested by email, with as much notice given as possible.
- Check the admissions websites for your colleges before you request recs - make sure you have the right number of letters, and follow any rules about what teachers they'll accept.
- If you've requested a letter from someone outside CHS, make sure you let Erin know. Your recommender can send the letter directly to colleges or they can send it to Erin to include with your transcript.

## SAT, ACT, and AP SCORES

- You are responsible for ordering your SAT, ACT, and AP scores sent to your colleges.
- Some colleges now accept unofficial copies of your scores from us, but do not assume that is the case. If a college wants your scores this way it will say on their website. If they do, you'll need to order them through Parchment, using the “Unofficial Test Scores” option.
- You cannot pick which AP scores to send - you have to send all or none.

## COLLEGE CLASS GRADES

- If you have taken/are taking a college class, you are responsible for ordering your transcripts to be sent from that college. CHS cannot send transcripts from your college classes. If you need help figuring out how to order it, contact the Registrar where you took the class or ask Erin for help.

## REQUESTING TRANSCRIPTS

- Request your transcripts **AT LEAST** a week before your first deadline.
- You do not have to request them all at once, but requests have to be made before your deadlines.
- Most CHS transcripts are sent through **Parchment**:
  - If you need a refresher on how to use Parchment after the tutorial in November, you can find both a PDF and video tutorial on ordering transcripts [here](#).
  - If your college does not automatically come up in Parchment ordering, choose the “deliver by email” option and put in the generic admissions email address for that college.
- For applying with the **Coalition Application**:
  - Still request your transcripts through Parchment, but also add Erin as your counselor on the application so she can upload your transcript. Please only add her with this email: [ecoogan@communityhigh.net](mailto:ecoogan@communityhigh.net).
- For **colleges with their own application**:
  - Some colleges have their own applications on their websites - please read the instructions for these carefully. Some have their own system for uploading transcripts and others leave it up to us. Let Erin know if they want it uploaded through their own system.

## SECONDARY SCHOOL REPORT

- A Secondary School Report is required by all colleges - each will have a form they prefer. Most use the Common App one, but some have their own version. You will need to print out this form (**do not fill it out!**) and give it to Erin to send with your transcript.
- On the **Common App**, this form will only appear in the space where you add your college counselor after you have added them and they decline the online invitation. It will then give you a bunch of PDFs to print.
- If all your schools accept the same type of Secondary School Report, you only have to print it once.

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**If you run into problems at any point, don't hesitate to ask Erin.**

[ecoogan@communityhigh.net](mailto:ecoogan@communityhigh.net) | school phone: (540) 345-1688 | cell phone: (540) 521-3673 (text only)

# SENIOR TRANSCRIPT CHECKLIST 2018-2019

## SCHOOL INFORMATION

**School Name:** Community High School of Arts and Academics  
**Address:** 302 Campbell Ave. SE Roanoke, VA 24013  
**Main Office:** (540) 345-1688  
**Registrar's Office:** (540) 904-5831  
**Fax:** (540) 400-0335  
**Website:** [www.communityhigh.net](http://www.communityhigh.net)  
**College Website:** [www.communityhigh.net/college/college-counseling](http://www.communityhigh.net/college/college-counseling)  
**Email:** [info@communityhigh.net](mailto:info@communityhigh.net)  
**CEEB Code:** 471948

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## COLLEGE COUNSELORS

### Josh Chapman

Academic Director  
(540) 345-1688  
[jchapman@communityhigh.net](mailto:jchapman@communityhigh.net)

### Simon Nolen

Head of College Counseling  
(540) 345-1688  
[simon@communityhigh.net](mailto:simon@communityhigh.net)

### Stephanie Martin

College Counselor  
(540) 345-1688  
[stephanie@communityhigh.net](mailto:stephanie@communityhigh.net)

### Erin Coogan

Registrar  
(540) 345-1688  
[ecoogan@communityhigh.net](mailto:ecoogan@communityhigh.net)

**For the Coalition Application, you need to add Erin as your College Counselor using this email ONLY:**  
[ecoogan@communityhigh.net](mailto:ecoogan@communityhigh.net)

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## CALENDAR

**Fall 2018 Semester Evaluations Available:** January 1, 2018  
**Spring 2019 Semester Evaluations Available:** May 30, 2018  
**Graduation:** May 31, 2018  
**Required Community Service Days:** 3 per year  
**Grading Periods:** Semester  
**Scheduling System:** Block schedule

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## RANDOM QUESTIONS APPLICATIONS MIGHT ASK

**Does CHS use grades (letter, percentage, etc):** NO  
**Does CHS report GPAs:** NO  
**Does CHS report class rank:** NO  
**Does CHS give Advanced Placement exams:** YES  
**Does CHS participate in the AP Capstone Program:** NO  
**Does CHS participate in the IB Program:** NO  
**Does CHS give any standardized tests:** PSAT 9th, 10th, 11th grade  
**How many students in your senior class:** 16

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## RANDOM QUESTIONS YOU MIGHT ASK FOR YOUR APPLICATIONS

**What do I put if it wants my GPA:** N/A, none, not applicable, ungraded, no grades  
**What do I put if it wants my class rank:** N/A, none, not applicable, unranked  
**Are "academic honors" the same as Credit with Honor:** NO  
**Can I count Community Service Day as an out of school activity:** NO  
**I went to another HS before CHS, do I need to request my transcript from them:** NO, its part of your CHS transcript  
**It wants me to self-report my classes and I don't remember them all :** Ask Erin for a print out of your credits  
**A college says they didn't receive my transcript/report/letter and it has been **AT LEAST** 10 days since they were sent through Parchment:** Email Erin with the name of the college, your student/application ID number, what they are missing, and any instructions given by the college on how to submit the missing documents.