

# CB EAST SRAR TUTORIAL



Follow the screenshots below for examples on completing your SRAR if required by your colleges. Create an account here: [SRAR LOGIN](#)

You will need access to your high school transcript (available through your Infinite Campus portal under “reports”) and your senior year schedule.

Please note that some colleges (like Penn State) require that you submit your admission application first, then wait for an email/portal invitation to complete your SRAR.

## STUDENT TYPE




Melanie Jones  Account |  Help |  Logout

SELF-REPORTED ACADEMIC RECORD

 Home

 Enter High Schools

 Enter Coursework

 Enter Exams or Test Scores

 Upload Documents

 Review / Submit

### Welcome to the Self-Reported Academic Record

You may link your SRAR account with any participating colleges and universities listed in the **Add College/University** section below.

If you have any questions about how to complete a section of the SRAR, please access the [Support Center](#) for assistance

#### Student Type

I am completing the SRAR as a:

- ☒ Undergraduate **Freshman/First Year** Applicant
- ☐ Undergraduate **Transfer** Applicant

# MY COLLEGES AND UNIVERSITIES

**Add colleges you want to allow to access your SRAR. Please note that some colleges want you to complete the admission application first then follow the instructions they provide via email/portal to link your SRAR account. Follow all instructions provided by the colleges.**

## My Colleges and Universities

### Add a college/university




To add a college or university, select the school from the list provided below.

Select School --Select--

The colleges/universities listed below will receive your SRAR once you have completed it according to their instructions. Once your status is listed as complete with a checkmark, please allow 1-3 days for the college or university to acknowledge receipt of the SRAR (e.g. in their application portal).

Current SRAR status: **Edit Mode** (Be sure to submit your SRAR to allow colleges and universities access to it.)

Most recent SRAR submission: Not currently submitted

Status	College/University Details	Remove
▼ Applying: 2024		
 Incomplete	 Baylor University <a href="#">Show Details for Baylor University</a> ▼	 Remove

# ENTER HIGH SCHOOLS

Include the information related to your graduation year and CB East as indicated in the examples below. If you added a different high school previously, you will need to include the information for that school separately.



Melanie Jones Account | Help | Logout

SELF-REPORTED ACADEMIC RECORD

Home

Enter High Schools

Enter Coursework

Enter Exams or Test Scores

Upload Documents

Review / Submit

## Enter High Schools

Please list **all high schools attended** with from/to dates (MM/YYYY). For your most recent school, please **use your graduation date as the end date**. Then click '**Enter Courses**' to save this information and begin entering coursework.

### ▼ Middle School Courses

Please list any high school level courses taken in middle school or junior high school (e.g., Algebra 1, Spanish 1, etc.) **under your high school**. If your ninth-grade year was part of your middle school/junior high, enter those courses under your high school. You **do not need to add your middle or junior high schools** to this section.

### ▼ College Courses

College courses that appear on your high school transcript should be listed **under your high school**. On the 'Enter Coursework' page, you will use the 'Course Level' field to indicate the type of course (e.g., dual enrollment, dual credit, college credit plus, etc.) and the name of the college or university where it was taken.

### ► December High School Graduates

[View FAQs Related To Entering High School Information](#)

High School/Secondary School Graduation Year

Confirm your High School/Secondary School Graduation Month/Year

June



2025

# ENTER HIGH SCHOOLS

Please choose "Full Year" for final grades. This will ensure that your SRAR matches the final transcript which only lists final grades.

## High Schools/Colleges Attended

### Central Bucks High School East

 Replace School

 Enter Courses

 Remove School

#### Street Address:

CEEB Code: 390488  
2804 Holicong Rd  
Doylestown, PA 18902

#### Grade Scale: ?

- ☒ Letter Grades  
☐ Number Grades  
☐ Letter & Number Grades  
☐ Decimal Grades

#### Final grades are provided as:

Full Year

#### Dates of Attendance: (mm/yyyy) ?

From:

09/2021

To:

06/2025

☒ I plan to graduate/have graduated from this school

 GPA and Class Rank

 School Counselor

 Back

Add Another School 

Enter Coursework 

# GPA AND CLASS RANK

**CB East calculates weighted GPA only. We do not calculate rank or unweighted GPA**


 GPA/Class Rank


## Enter GPA and Class Rank for Central Bucks High School East

Please provide all GPAs calculated by your school (weighted AND unweighted) as well as class rank.

Cumulative weighted GPA: 

3.87

☐ This school does not calculate or report weighted GPA. 

Cumulative unweighted GPA: 

0

☒ This school does not calculate or report an unweighted GPA. 

If you are unable to provide a class rank/size, select the percentile rank which best describes you in your high school graduating class.

Class Rank/Size:

☐ This school provides a numerical class rank and size.

/  (weighted rank)

☒ This school does not calculate or report a weighted class rank.

/  (unweighted rank)

☒ This school does not calculate or report an unweighted class rank.

--or--

☐ My school uses Percentile Ranks

--Select--

--Select--

--or--

☒ This school does not provide rank information or I do not know it.

☐ I am home educated/home schooled and do not have a class rank.

Cancel

Continue ▶

# SCHOOL COUNSELOR

 School Counselor

## Enter School Counselor Information

Greeting

--None--

Name

Counselor First Name

Counselor Last Name

Contact Information

2678932310

Extension

verify email address on cbsd school counseling website

Cancel

Continue ▶

# ENTER COURSEWORK

Access your transcript on the Infinite Campus portal (under reports) and follow it exactly



Melanie Jones Account | Help | Logout

SELF-REPORTED ACADEMIC RECORD

Home

Enter High Schools

Enter Coursework

Enter Exams or Test Scores

Upload Documents

Review / Submit

## Enter Coursework

Enter your coursework and other academic information for the selected school.

You should reference your courses and grades report (e.g., online high school record) or unofficial/student copy of your transcript and enter grades and courses as they appear on your school record.

[View FAQs Related To Entering Coursework](#)

Selected School: Central Bucks High School East

[Change School](#)

GPA / Class Rank

^

Enter GPA, Class Rank/Class Size or Percentile Rank



School Counselor

^

*School Counselor information has not been entered.*



I prefer to enter my coursework by: Year

The following screenshots outlines information on how to complete the SRAR. Course name and credit information should be entered exactly the same way it is reported on your high school transcript. Also, please list all core academic and elective classes as '**Full Year**' courses. This will make it easier to fill in the SRAR and ensure that the information you enter into your application matches your final high school transcript that will be sent at the end of the school year.



**Central Bucks middle school courses (8<sup>th</sup> grade and below) DO NOT appear on the transcript. DO NOT include on the SRAR**

## Enter **high school** courses taken in Middle School

▼ **\*\*IMPORTANT\*\*** Click here to view instructions for entering coursework

Please enter your final official grades for all courses in **grades 9 through 12**. If you have not yet received a final grade for current or scheduled **senior-year courses**, select **"In Progress-IP"** from the drop down in the Grades field, even if you have not yet started the course.

- ▶ Course Length and Credits
- ▶ Grades
- ▼ Middle School Courses

Enter middle school coursework **only if it appears on your high school transcript and you earned high school credit**. If you completed high school level courses (e.g. Math or Foreign Language) while in Middle School and they are listed on your high school transcript please list them in the Middle School academic year on the SRAR. You do not have to list the specific grade level or the name of the middle school.

- ▶ College Courses
- ▶ Summer Courses
- ▶ Three Year High School Graduates

If you need help with entering your coursework, we encourage you to [visit our support center](#).

**Include 9<sup>th</sup> grade courses for Central Bucks High School East, not Middle school. List all Course Length as “year long”. Please note that you will check the box “I have not received an annual GPA for this academic year. We DO NOT calculate a yearly GPA, therefore you will check this box for each year.**

## Enter 9th Grade (2021-2022) Coursework for Central Bucks High School East

► **\*\*IMPORTANT\*\*** [Click here to view instructions for entering coursework](#)

2021-2022 GPA ?

0

☒ I have not received an annual GPA for this academic year.

Enter Courses Taken in

**9th Grade** [Change Grade Level](#)

### Currently Entered Coursework

Subject Area	Generic Course Title	Course Name	Course Level	Course Length	Semester/Term	Credits/Units	Grade
<input type="checkbox"/> English	ENGLISH 1	ENGLISH 9 - H	Honors	Full Year	N/A	1	A
<input type="checkbox"/> Other Subject Area	OTHER	SUCCESS PLAN 9	Standard	Full Year	N/A	.25	PFP

Remove Selected Courses

Move Selected Courses

# Enter 10th Grade (2022-2023) Coursework for Central Bucks High School East


▶ **\*\*IMPORTANT\*\*** Click here to view instructions for entering coursework

2022-2023 GPA [?](#)

☒ I have not received an annual GPA for this academic year.

Enter Courses Taken in **10th Grade** [Change Grade Level](#)

## Currently Entered Coursework

Subject Area	Generic Course Title	Course Name	Course Level	Course Length	Semester/Term	Credits/Units	Grade	
<input type="checkbox"/> History / Social Studies	EUROPEAN HISTORY	AP EURO HISTORY	AP (Advanced Placement)	Full Year	N/A	1.5	A-	
<div><div>Remove Selected Courses</div><div>Move Selected Courses</div></div>								

## Add Course

Subject Area	Generic Course Title <a href="#">?</a>	Course Name <a href="#">?</a>	Course Level <a href="#">?</a>	Course Length <a href="#">?</a>
<div>--Subject--</div>	<div>--Course--</div>	<div>Exact Title</div>	<div>--Level--</div>	<div>Full Year</div>
<div><div>Grades <a href="#">?</a></div><div>Final Grade<div>--Grade--</div><div>Credits/Units <a href="#">?</a> <div>1</div></div></div><div><div>Clear</div><div>The course was<div><div><input type="checkbox"/> taken online</div><div><input type="checkbox"/> taken during the summer</div><div><input type="checkbox"/> a repeat/retake of a prior course</div></div></div></div></div>				
<div>Save Course</div>				

# Enter 11th Grade (2023-2024) Coursework for Central Bucks High School East


► **\*\*IMPORTANT\*\*** Click here to view instructions for entering coursework

2023-2024 GPA 







☒ I have not received an annual GPA for this academic year.

Enter Courses Taken in **11th Grade** [Change Grade Level](#)

## Currently Entered Coursework

Subject Area	Generic Course Title	Course Name	Course Level	Course Length	Semester/Term	Credits/Units	Grade	
<input type="checkbox"/> Mathematics	STATISTICS 1	AP STATISTICS	AP (Advanced Placement)	Full Year	N/A	1	B+	
<div>Remove Selected Courses</div> <div>Move Selected Courses</div>								

## Add Course

Subject Area	Generic Course Title 	Course Name 	Course Level 	Course Length 
--Subject--	--Course--	Exact Title	--Level--	Full Year
<div><div>Grades </div><div>Final Grade</div><div>--Grade--</div><div>Credits/Units  1</div><div>Clear</div><div>The course was <input type="checkbox"/> taken online <input type="checkbox"/> taken during the summer <input type="checkbox"/> a repeat/retake of a prior course</div></div>				
<div>Save Course</div>				

List your senior year courses, and for grade indicate “IP” for in-progress

Enter 12th Grade (2024-2025) Coursework for Central Bucks High School East

► **\*\*IMPORTANT\*\*** Click here to view instructions for entering coursework

2024-2025 GPA ⓘ

0

☒ I have not received an annual GPA for this academic year.

Enter Courses Taken in **12th Grade** [Change Grade Level](#)

Currently Entered Coursework

	Subject Area	Generic Course Title	Course Name	Course Level	Course Length	Semester/Term	Credits/Units	Grade	
<input type="checkbox"/>	English	ENGLISH 4	ENGLISH 12-ACAD	Standard	Full Year	N/A	1	IP	

Remove Selected Courses

Move Selected Courses

Add Course

Subject Area	Generic Course Title ⓘ	Course Name ⓘ	Course Level ⓘ	Course Length ⓘ
--Subject-- <div></div>	--Course-- <div></div>	Exact Title	--Level-- <div></div>	Full Year <div></div>
<div><div>Grades ⓘ</div><div>Final Grade<div>--Grade--<div></div></div><div>Credits/Units ⓘ<div>1</div></div></div><div><div>Clear</div><div>The course was<div><input type="checkbox"/> taken online<div></div><input type="checkbox"/> taken during the summer<div></div><input type="checkbox"/> a repeat/retake of a prior course<div></div></div></div></div></div>				

Save Course

# ENTER EXAMS OR TEST SCORES

This section is optional. Please read the FAQ’S on the SRAR page before deciding to include or exclude scores

## Enter Exams or Test Scores

Please enter any exam or test scores you have taken. You can [choose to send exams or test scores](#) to a college that [collects them](#) via the SRAR on the [Home page](#).

We recommend reviewing each college's admissions test policy (e.g., test-optional or required) before deciding whether or not to send your test scores to a particular college.

[View FAQs Related To Entering Test Scores](#)

Currently Entered Exams or Test Scores		
SAT		<a href="#">Edit SAT Scores</a>
Exam / Test Name	Date Taken	Score / Grade
05/2024	MATH (Section Score)	550
03/2024	EVIDENCE-BASED READING AND WRITING (Section Score)	620

## Add New Exams or Test Scores

Select Exam/Test Type

--Select Exam/Test Type--



# UPLOAD DOCUMENTS

In rare cases, you may receive instructions from a college/university admission office to upload documents via the SRAR

## Upload Documents

Use this screen to upload any documents requested. To begin, click the + **Upload File** button.

In rare cases, you may receive instructions from a college/university admissions office to upload documents via the SRAR, which you can do below.

### Uploaded Documents for Melanie Jones

[Document Upload Instructions](#)

Click the **Upload File** button below to start

- Select **Document Type**
- Click on **Select Files...** to choose your files or drag your files to the "**Drag files...**" box to upload them
- Confirm your file selection and click **Complete Upload**

Click **Remove** if you wish to remove any files. If necessary you can upload them again.

+ Upload File			Refresh
Upload Date	File Name	Document Type	High School/College
There are currently no uploaded documents.			
Page size: 20			0 items in 1 pages

Back

Review / Submit

# REVIEW/SUBMIT YOUR RECORD

## Review/Submit Your Record

Review the data you have entered to ensure it is accurate. If it looks okay, mark it as complete by completing the section at the bottom.

### IMPORTANT

You are submitting your complete academic record for the school(s) listed below **including coursework in progress**. Be sure that the information you provide includes all secondary schools you have attended, and that all courses and grades are included and accurate. **It is very important that you carefully review your academic record for any omissions/errors and modify it accordingly now.**

Once your academic record has been submitted **it is considered a final document and cannot be modified**. If you are admitted and decide to enroll, you will be required to submit an official high school transcript that will be compared to your SRAR. Discrepancies and misrepresentations could result in the revocation of your admissions decision and/or the forfeiture of any scholarship awards.