



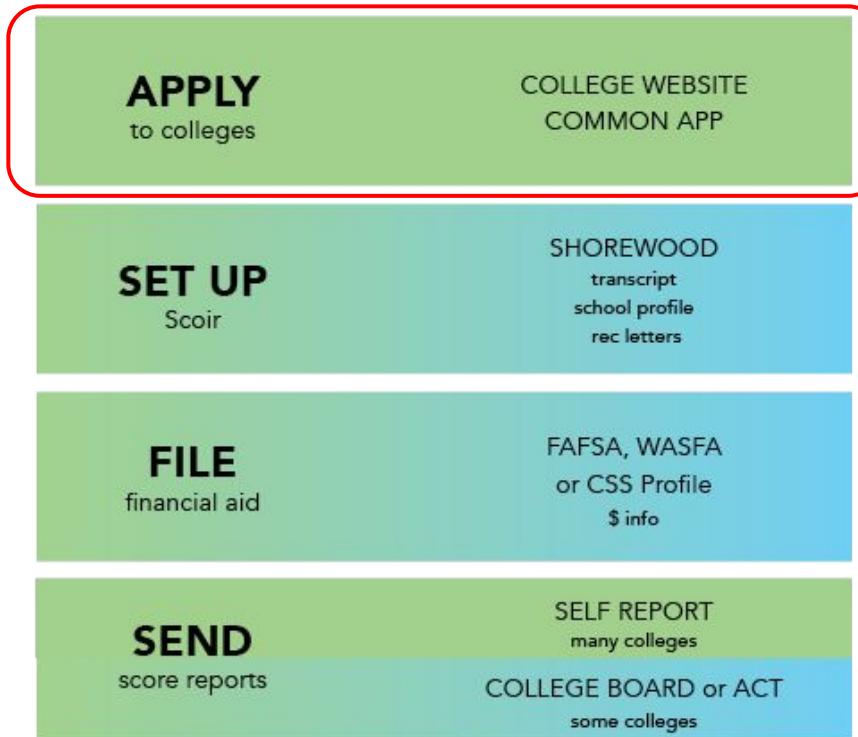
**SHOREWOOD
COLLEGE & CAREER**

**Common Application :
How-To!**

Remember how applications work?



STUDENT



COLLEGE

- Student task
- Institutional task

This part is all you! We will help as we can but Common App/ other applications do not formally connect with Scoir or Shorewood.

IMPORTANT: Common App & Scoir Work Together

As of this year Scoir and Common App are integrated, but still separate sites

- The systems work *together*.
 - **Common App** is your application to a college
 - **Scoir** sends your school materials
- You will need to ensure that Shorewood High School is marked as your Current High School on CommonApp, and will need to click Connect Common App in Scoir to integrate them.
- For Early Decision Agreements and Fee Waivers, you will have steps in BOTH Common App & Scoir. See [Using Common App with Scoir](#) for details.



BE HONEST AND DO YOUR OWN WORK

“I certify that all information submitted in the admission process — including this application and any other supporting materials — is my own work, factually true, and honestly presented, and that these documents will become the property of the institution to which I am applying and will not be returned to me. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation, expulsion, or revocation of course credit, grades, and degree should the information I have certified be false.”

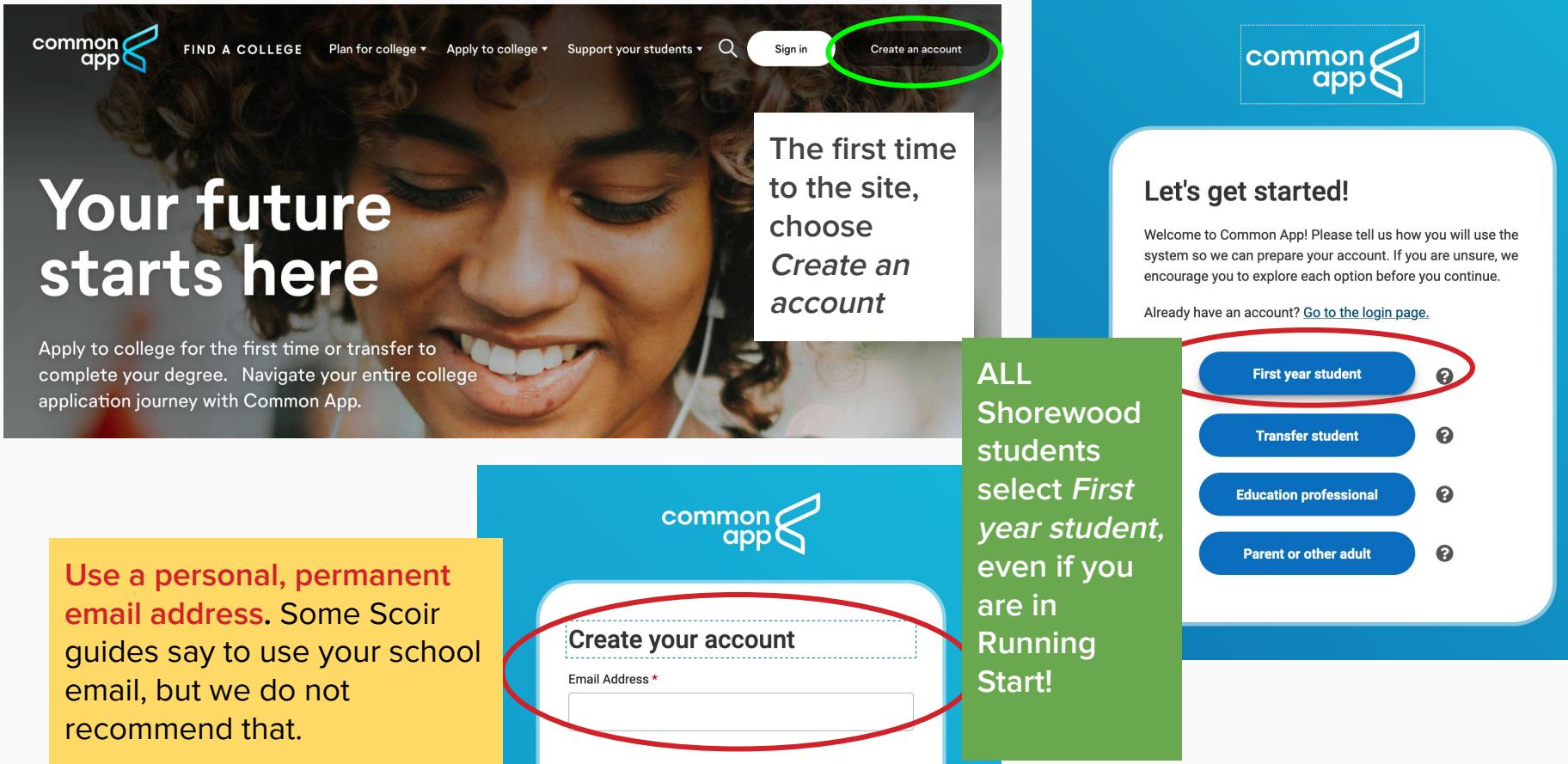
MORE INFO

- An application is a legal document you sign
- Completing is the student's, NOT the parent's responsibility
- When you apply, you attest that you:
 - have been honest and done your own work
 - understand that offers of admission are *conditional*, pending final grades
 - will deposit at only one college, with an exception for being admitted off of a waitlist

• I acknowledge that I have reviewed the application instructions for the college receiving this application. I understand that all offers of admission are conditional, pending receipt of final transcripts showing work comparable in quality to that upon which the offer was based, as well as honorable dismissal from the school.

• I affirm that I will send an enrollment deposit (or equivalent) to only one institution; sending multiple deposits (or equivalent) may result in the withdrawal of my admission offers from all institutions. [Note: students may send an enrollment deposit (or equivalent) to a second institution where they have been admitted from the waitlist, provided that they inform the first institution that they will no longer be enrolling.]

Create an account at commonapp.org



common app

FIND A COLLEGE Plan for college ▾ Apply to college ▾ Support your students ▾ Sign in [Create an account](#)

Your future starts here

Apply to college for the first time or transfer to complete your degree. Navigate your entire college application journey with Common App.

common app

The first time to the site, choose *Create an account*

Use a personal, permanent email address. Some Scoir guides say to use your school email, but we do not recommend that.

common app

common app

Let's get started!

Welcome to Common App! Please tell us how you will use the system so we can prepare your account. If you are unsure, we encourage you to explore each option before you continue.

Already have an account? [Go to the login page.](#)

First year student ?

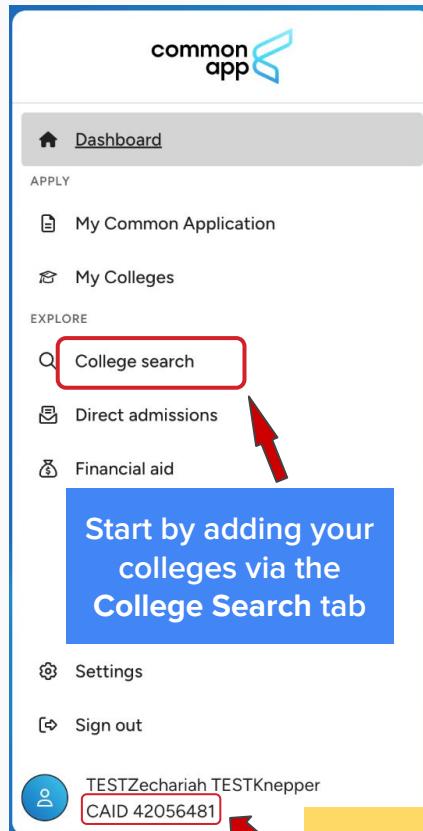
Transfer student ?

Education professional ?

Parent or other adult ?

ALL Shorewood students select *First year student*, even if you are in Running Start!

How Common App Works



common app

Dashboard

APPLY

- My Common Application
- My Colleges

EXPLORE

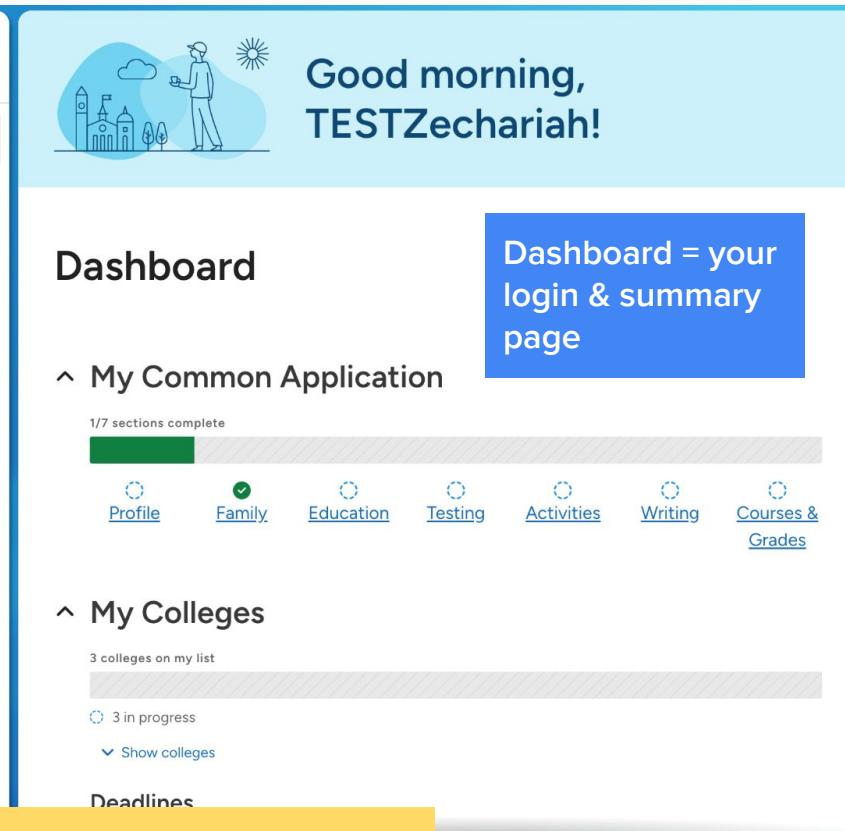
- College search
- Direct admissions
- Financial aid

Start by adding your colleges via the **College Search** tab

Settings

Sign out

TESTZechariah TESTKnepper
CAID 42056481



Good morning, TESTZechariah!

Dashboard

Dashboard = your login & summary page

My Common Application

1/7 sections complete

Profile Family Education Testing Activities Writing Courses & Grades

My Colleges

3 colleges on my list

3 in progress

Show colleges

Deadlines

TIP: Your Common App ID will be at the bottom left.

Help & support

Search FAQs

Search takes you to the student solution center

How can I add a college to My colleges?

To add a college to your account:

Select **College search** from th...

Read full answer

I already submitted, can I change some of my answers?

You can return at any time and change your answer to any question in the My Common...

Read full answer

How many colleges can I add to My colleges list?

You may add and apply to up to 20 colleges. You may add and remove a college at any time...

Select Term or Admission Plan for Each College

In *My Colleges* ensure that you complete the “General” section and include your term of entry. (If you are graduating this Spring, your entry term will be Fall 2026*)

Without this, Scoir will not allow you to assign recommendations to colleges!

*exceptions apply though!

My Colleges

Application requirements

Sort my colleges by: College Name ▾

 Arizona State University	Add your term or admission plan  Application – In progress	i X
---	--	-------------------------------------

 Seattle University	November 15, 2025  Application – In progress	i X
---	--	-------------------------------------

 Stanford University	Add your term or admission plan  Application – In progress	i X
--	--	-------------------------------------

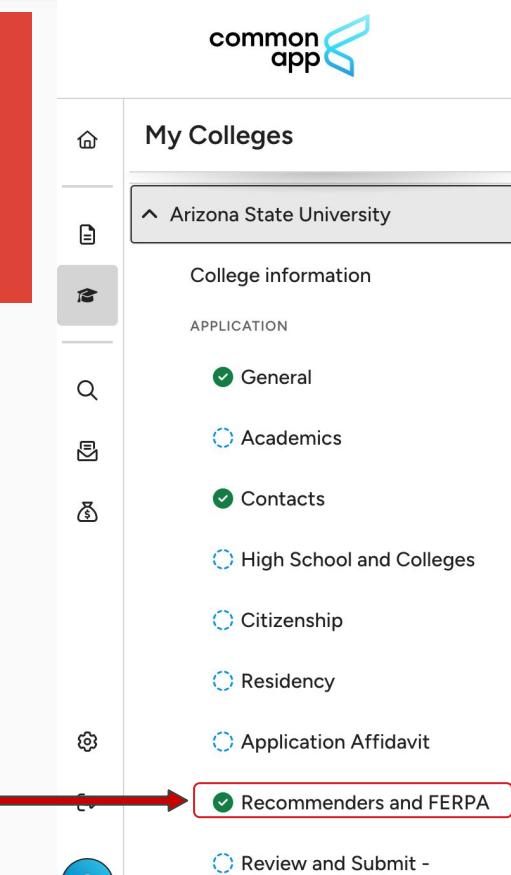
If you see this under the college name, click and fill out the “General” section for that college

You should see something like this.
(Date will vary depending on deadline!)

Common App FERPA Waiver

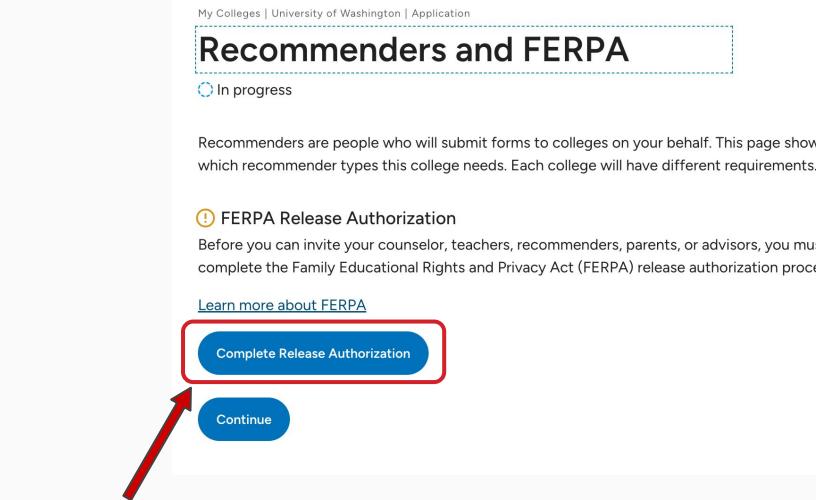
Important!

You must sign the Common App FERPA Waiver for Scoir and Common App to fully integrate.



The screenshot shows the 'My Colleges' section of the Common App interface. On the left is a sidebar with icons for Home, My Colleges, Application, and Help. The main area shows 'Arizona State University' selected under 'My Colleges'. Below it, under 'College information', is a list of application types: General (checked), Academics, Contacts, High School and Colleges, Citizenship, Residency, Application Affidavit, and Recommenders and FERPA (checked). A red arrow points from a blue box on the left to this 'Recommenders and FERPA' button.

In any of your colleges, click into “Recommenders and FERPA”



The screenshot shows the 'Recommenders and FERPA' page. At the top, it says 'My Colleges | University of Washington | Application'. Below that is a section titled 'Recommenders and FERPA' with a status of 'In progress'. A red arrow points from a blue box on the left to the 'Complete Release Authorization' button, which is highlighted with a red border. Below the button is a 'Continue' button.

Complete the FERPA Waiver here.
We recommend waiving your right to view a recommendation as a show of trust to your recommender, but it's up to you!

TIP:
This step only needs to be done once, and it will then apply to all your colleges in the Common App, even if a college is added later!

Letters of Recommendation

Scoir handles **ALL** transcripts, school reports, and most importantly for you, letters of recommendation.

My Colleges

College information

APPLICATION

General

Academics

Activities

Contacts

[See website](#)

Courses & Grades:

Not Used

Recommendations:

- School Report Required
- Counselor Recommendation Required
- Mid Year Report Required
- Final Report Required
- Teacher Evaluation(s): 1 Required, 2 Optional
- Other Evaluation(s): 0 Required, 1 Optional

Saves school forms after matriculation:

Yes

The Common App shows you the Application Requirements of each college, but you need to request and assign your recommendations *IN SCOIR* for them to be sent to your schools. Once assigned in Scoir, the Common App will update!



More info: [Using Common App with Scoir](#) (We have opted in to the integration!)

DO NOT Invite your Counselor or Career Center Staff as an Advisor in the Common App!

After you do the FERPA waiver in the Common App, the option to **Invite an Advisor** may come up, but **DO NOT use it.**

In a large public school, we cannot review individual student's applications in their entirety.

We will help when you have questions—please come ask!

Advisor

An advisor can be anyone assisting you with your application. They can review your application and give you personalized feedback. You may invite up to 3 advisors. Advisors do not submit any forms on your behalf. Colleges will also not receive any information about your advisor(s).

Invite Advisor

Using the Common App: Look for the asterisk * to know what is required & what is not

If there is an asterisk * the question is required.

If not, it is optional.

Knowing the difference can be very important.

My Common Application | Profile

Personal Information

✓ Complete

First & last name required

Legal first/given name*

TESTZechariah

Would you like to share a different first name that people call you?

Yes

No

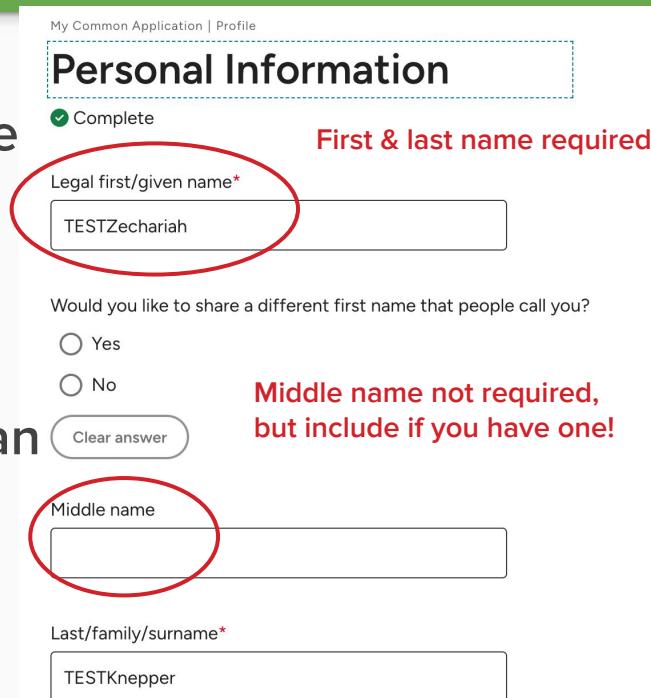
Clear answer

Middle name not required, but include if you have one!

Middle name

Last/family/surname*

TESTKnepper



Using the Common App: View Your Colleges' Requirements

After you have added all of your colleges:

On your Dashboard, look for **Application Requirements** at the top right & click

Download a grid with your colleges' requirements

Application requirements

Scroll for more information

Search

College name ↑	App fees		Common App		Supplements		Minimum standard test required				
	US	Int'l	PE	C&G	Portfolio	WS	Test policy	SAT/ACT tests used	English proficiency	TE	Other
Arizona State University	\$80	\$85		✓			Flexible	See website	See website	0	
Princeton University	\$75	\$75	✓		COL		Never required	See website	See website	2	
Seattle University	\$60	\$60	✓				Never required	See website	See website	1	
Stanford University	\$100	\$100	✓	✓	COL		Always required	SAT without essay or ACT without science or writing	See website	2	
University of Washington	\$80	\$90		✓			Sometimes required	See website	See website	0	
Washington State University	\$70	\$70					Ignored	None	See website	0	

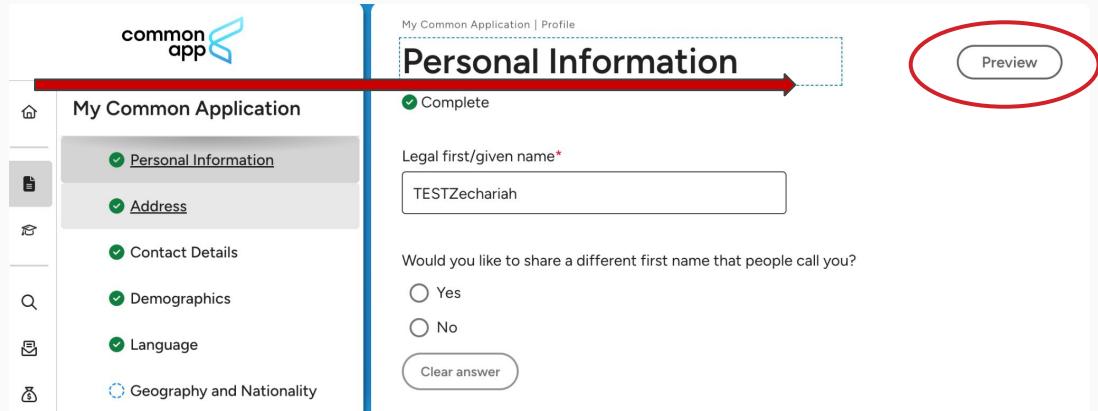
The screenshot shows the 'My Colleges' section of the Common App dashboard. On the left, a sidebar lists 'My Colleges' with entries for Arizona State University, Princeton University, Seattle University, and Stanford University. Below this is a 'Download requirements grid' button, which is circled in red. At the bottom of the sidebar are radio buttons for 'My Colleges Only' and 'All Colleges'. On the right, a list of colleges is shown in a grid format. Each college entry includes the university's logo, name, a link to 'Add your term or admission plan', and a status indicator like 'Application - In progress'. A red arrow points from the 'Download requirements grid' button to the 'Application requirements' link in the top right corner of the dashboard.

TIP: Sort your college list by either Name or Deadline Date!

Using the Common App: Use the *Preview* button

When you have filled in a section, use the **Preview** button to go over your application.

A pop-up will come up that is what the admissions reader will see!



common app

My Common Application

- Personal Information
- Address
- Contact Details
- Demographics
- Language
- Geography and Nationality

Personal Information

Complete

Legal first/given name*

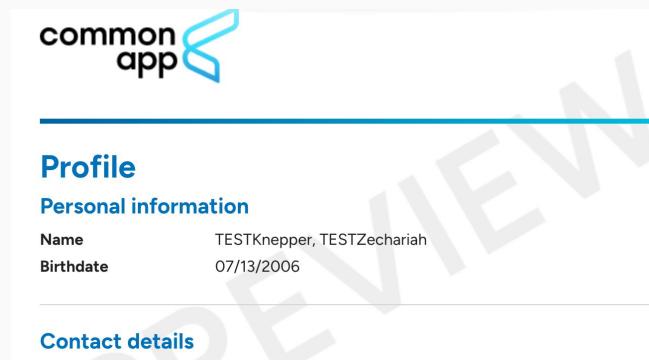
TESTZechariah

Would you like to share a different first name that people call you?

Yes

No

Clear answer



common app

Profile

Personal information

Name	TESTKnepper, TESTZechariah
Birthdate	07/13/2006

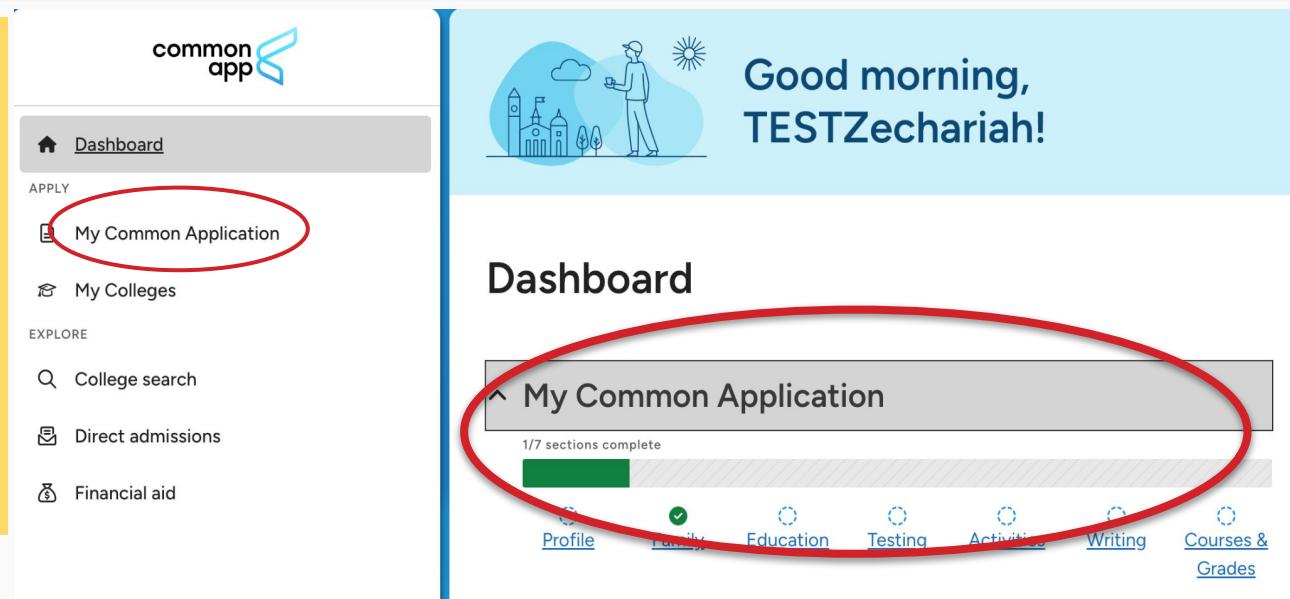
Contact details

Common App tab = your application/ general info that goes to all colleges

Each of these sections
has subsections, so it will
take a while to fill out!

Most is self-explanatory

Be thorough and
accurate



The image shows two screenshots of the Common App dashboard. The left screenshot shows the main navigation menu with 'My Common Application' highlighted by a red oval. The right screenshot shows the 'Dashboard' page with a large red oval highlighting the 'My Common Application' tab, which is currently active. The dashboard displays a progress bar showing '1/7 sections complete' and various tabs for Profile, Family, Education, Testing, Activities, Writing, and Courses & Grades.

Activities Section

Include: work, extracurriculars, family responsibilities, hobbies you spend a lot of time on....

- Draft descriptions in a Google doc so you can work on it then cut & paste
- Put the most important to you first in the sequence
- Lead with active verbs and use 'resume' condensed sentence structure:
 - Ran meetings, communicated with administration, designed website
- If you don't have enough slots, bundle like things: Performing Groups, Environmental Activism
- Don't worry if you don't fill all of the slots!
- Use this [**Activities Section: Good to Great**](#) slideshow by a guest college representative for excellent tips on making the most of the character count

Honors

Interpret *broadly*, even though it says “academic achievements”

Include: athletic, music, service, and other honors/ distinctions/ recognitions

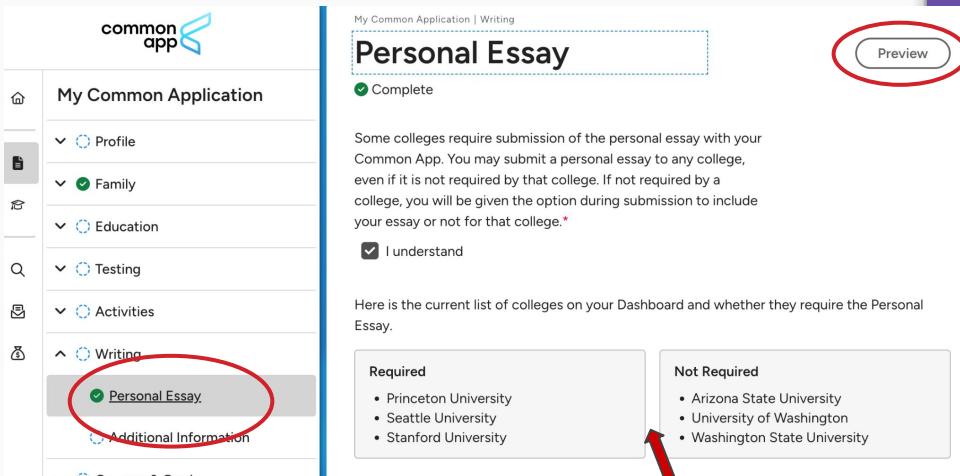
Community Service Awards:
School-level honor

- Certificate of Merit for 40+ Hours
- Certificate of Distinction for 80+ Hours

If you already have 40+ or 80+ total hours, list this Community Service award.

Writing

Most Common App colleges require a Personal Essay as part of the application



The screenshot shows the 'My Common Application' dashboard. The left sidebar has sections for Profile, Family, Education, Testing, Activities, Writing (which is expanded), and Personal Essay (which is selected and highlighted with a red oval). Below the sidebar is a 'Additional Information' link. The main content area is titled 'Personal Essay' and shows a 'Complete' status with a green checkmark. It contains text about college essay requirements and a 'Preview' button, which is also circled in red. Below this is a section titled 'I understand' with a checked checkbox. At the bottom, there's a table comparing colleges based on essay requirements.

Required	Not Required
• Princeton University • Seattle University • Stanford University	• Arizona State University • University of Washington • Washington State University

TIP: The CA lets you know which colleges in your list require the Personal Essay

Work on your essay(s) in another document and then paste when you are nearly ready to submit.

Use paragraphs! Paste your essay, close your CA, then check formatting the next time you log in. Don't forget to use the Preview button to see what it will look like to readers.

Have the same quality of writing & care in your supplemental questions as you do in your main essay.

Formatting tips:
[Best Practices for Essays in Common App](#)

Supplements

Many colleges will also require supplemental essays along with a main essay

My Colleges

Seattle University

Stanford University

College information

APPLICATION

- General
- Academics
- Contacts
- Family
- Short Questions
- Short Essays**
- Additional Background
- Affirmations

Some supplemental essays or questions are required, some are optional, and some colleges do not have any supplements at all. Keep an eye on your My Colleges list and ensure you know the requirements!

Have the same quality of writing & care in your supplemental questions as you do in your main essay.

Formatting tips:
Best Practices for Essays in Common App

About UW Seattle Writing Section

From UW Seattle's
Common App Instructions &
First Year Writing Section page

“Please note that the UW essay questions **must be answered within our application**. For the Common App, that means within our UW question. We do not consider the Common App essay.”

Education Section

Enter the school(s) you have attended AND those from which you are earning credit

No need to enter Einstein if you have middle school courses on your high school transcript

Enter Shorewood first

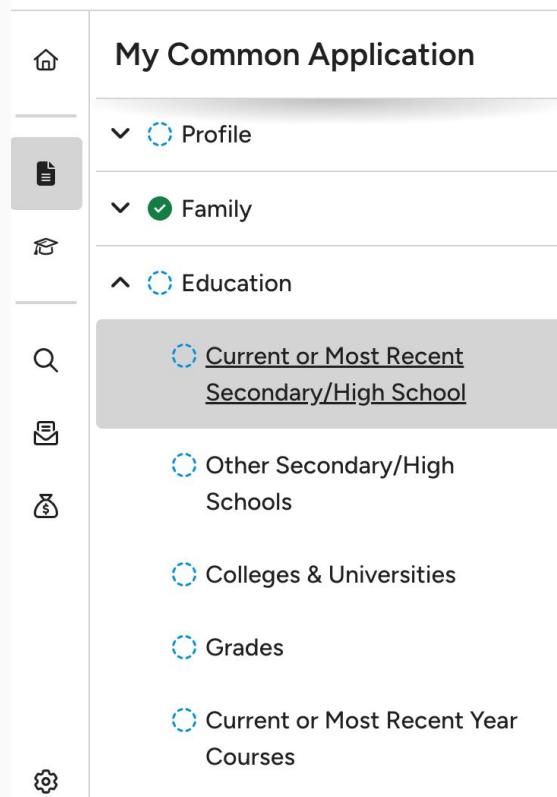
Enter another high school if you transferred here

Enter one or more colleges, IF you:

- Were or currently are in Running Start
- Have taken or are currently taking a College in the High School course* or a CTE College Credit course** **FOR CREDIT**

*like UW Astronomy, UW Precalculus

**like Anatomy & Physiology, Auto Tech, Biotech, Marketing



Grades Subsection under Education

Class of 2026 class size:

370

Class rank: none, SW does not rank

GPA: 4.0 scale

GPA Weighting:
Washington State has unweighted GPAs

Graduating class size (approx.)*

370

Class rank reporting

- Exact
- Decile
- Quintile
- Quartile
- None

[Clear answer](#)

If you do not know your GPA, visit the counseling center front desk.

GPA Scale reporting

4

x ▾

Cumulative GPA*

3.1

GPA weighting

- Weighted
- Unweighted

[Clear answer](#)

[Continue](#)

Current or Most Recent Year Courses subsection under Education

DO NOT skip this section or leave it incomplete.

Enter the courses you are taking now *and* the ones you anticipate taking the rest of the year.

Running Start Students:

If you have *both* Shorewood & college courses now:

- select Semesters for this year
- list your Fall Quarter classes with First Semester
- list both your Winter and Spring Quarter classes with Second Semester

GPA Scale reporting

4

X ▾

Cumulative GPA*

3.1

GPA weighting

Weighted
 Unweighted

[Clear answer](#)

[Continue](#)

Select 6 for a standard Shorewood schedule with only year-long classes. Select more if you have semester-long courses and/or Running Start courses.

12th Grade

In progress

Do you have 12th grade courses on your transcript with official grades? (If your 12th grade courses are still in progress, report them in the "Current or Most Recent Year Courses" section of your Common App)*

Yes ←

If submitting *After* the second semester starts

No ←

If submitting *Before* the second semester starts

[Clear answer](#)

[Continue](#)

Related: If you are asked to do the *Courses & Grades* section, the first question in the 12th Grade part *depends on when you submit*

Courses & Grades subsection: Grading Scale & Schedule

Colleges like UW require you to enter all high school classes; most students will need to fill out this section. Request a transcript from the counseling front desk to guide you.

Shorewood has an A-F
Grading Scale

Choose Semesters for
grades earned at
Shorewood*

School Name *

Shorewood High School

School Year *

2024-25

Grading Scale *

A-F

Schedule *

Semesters

*If you did/ are doing full-time Running Start, select Quarters for the Schedule

Courses & Grades subsection: No Final Grades or Credits

Shorewood awards grades and credits *per semester*. There are no Final grades or additional credit awarded at the end of the year.

You will leave Final grade and Final credit fields blank.

Shorewood year-long courses have a grade & credit for each semester; leave the *Final* fields blank

Choose Semesters

School Name *	School Year *	Grading Scale *	Schedule *		
Shorewood High School	2022-23	A-F	Semesters		
Subject *	Course Name *	Course Level *	Semester Grades *	Semester Credits *	Final
Algebra	Math	Regular/Standard	S1 A- B+	S2 .5 .5	Leave blank Leave blank
Art (Visual or Performing)	Art	Regular/Standard	A A	A .5 .5	Leave blank Leave blank
English	English	Advanced	A A	A .5 .5	Leave blank Leave blank
Chemistry	Chemistry	Advanced Placement (AP)	A A	A .5 .5	Leave blank Leave blank
Physical Education/Heal...	P	Regular/Standard	A Leave blank	1 Leave blank	Leave blank Leave blank

If you had any
year-long
courses like PE,
leave the other
semester blank

Dual Enrollment Course Levels: for most students

Courses on Shorewood Transcript	Common App Course Level
English 9/10/11, World History, Biology, PE, most others	Regular/ Standard
Honors English 9, 10, other Shorewood Honors	Honors
AP Language, AP Physics, all other AP	Advanced Placement/ AP
All Running Start	Dual Enrollment
College in the High School & CTE Dual Credit taken for college credit	Dual Enrollment
College in HS & CTE Dual Credit taken for Shorewood credit only	Standard or Advanced, depending on which year taken
Math Course Levels	Standard, Advanced, or Accelerated; see next slide

For Math Course Levels, follow our Course Catalog

Math Course Levels	Standard	Advanced	Accelerated
9th Grade	Algebra 1	Geometry	Algebra 2
10th Grade	Geometry	Algebra 2	UW Precalculus/ AP Stats
11th Grade	Algebra 2	UW Precalculus/ AP Stats	AP Calculus AB
12th Grade	UW Precalculus/ AP Stats/Functions and Stats/Math in Society	AP Calculus AB	AP Calculus BC

- If you are on the Standard Math Progression, select *Regular/ Standard*
- If you are one year ahead, select *Advanced*
- If you are two years ahead, select *Accelerated*

Enter Middle School coursework that appears on your Shorewood transcript (Math & Language) in **Other Courses** subsection in **Courses & Grades** section

When you enter courses, select *Shorewood* since the high school is awarding credit. This instruction is in the fine print.

Other Courses

 In progress

Do you have any other courses on your transcript with grades? (This may include middle school, post-12th grade, or summer courses that appear on your official transcript.)*

Yes
 No

[Clear answer](#)

[Go to My Colleges](#)

Courses & Grades – Other Courses

Use this grid to report your courses exactly as they appear on your transcript.

If any middle school courses appear on your transcript, you do not need to note the middle school's name. Please use the high school name where you received credit instead.

For Middle School coursework on your SW Transcript

Transcript #1 - Shorewood High School

School name will be Shorewood since it is awarding any credit

School Name *

School Year *

Grading Scale *

Schedule *

Shorewood High School

2019-20

7th grade

A-F

Semesters

Subject *

Course Name *

Course Level *

Semester Grades *

Semester Credits *

S1

S2

Final

S1

S2

Final

N/A

Foreign/World Langua...

Spanish 1

Regular/Standard

S - ...

B

Leave
blank

0.0

0.5

Leave
blank

Use the Add courses button to
enter the next year's coursework

+ Add courses from another transcript

If you got an "S" then enter "0"
for the credits

Transcript #2 - Shorewood High School

School Name *

School Year *

Grading Scale *

Schedule *

Shorewood High School

2020-21

8th grade

A-F

Semesters

Subject *

Course Name *

Course Level *

Semester Grades *

Semester Credits *

S1

S2

Final

S1

S2

Final

N/A

Foreign/World Langua...

Spanish 2

Regular/Standard

B+

A-

Leave
blank

0.5

0.5

Leave
blank

Algebra

Algebra 1

Advanced

B

B+

Leave
blank

0.5

0.5

Leave
blank

×

For tips on Math course levels, see preceding slides

For Summer Courses & Courses from Other Schools/ Organizations:

Transcript #3 - Shorewood High School

i • Subject, Course Name, Course Level, at least one grade, and at least one credit are required for each row.

Example: a course taken summer after Junior Year, listed within 11th grade courses, after Semester 1 & 2 courses.

Select this!

 Add courses from another transcript

School Name *	School Year *	Grading Scale *	Schedule *	Please describe *
Shorewood High School	2021-22	A-F	Other	Summer
Subject *	Course Name *	Course Level *	Grades *	Credits *
Physical Education/H...	<input type="text"/>	Select	Final	Final
Select	<input type="text"/>	Select	<input type="text"/>	<input type="text"/>

Add another course **Remove transcript**

Enter the course name as it appears on your transcript with the appropriate level. PE/ Health Classes will be “Regular/ Standard”. For Math Class levels, see previous slide.

- **If your course was through Shorewood**, select as above, using “Add Courses from another transcript” below where you entered Semester 1 & 2 courses.
- **If your course was not through Shorewood/ Shoreline School District**, first add the school or organization in your *Education* section then add using the *other transcript* option.

Note: these instructions do *not* apply for Running Start courses; see next slides

If the STAMP Test is on your Transcript

- List under *Other Courses* in Courses & Grades
- Use the “Add courses from another transcript” to get another section
- Fill out as many lines as are on your transcript, with the grades & credits as they appear
- Offer more particulars (which language, which levels) in the Additional Information section of your application

Transcript #2 - Shorewood High School

School Name *	School Year *	Grading Scale *	Schedule *	Please describe *
Shorewood High School	2023-24	Other	Other	STAMP Language Profi
Subject *	Course Name *	Course Level *	Grades *	Credits *
Foreign/World Language ▼	STAMP Text	Advanced	Final *	Final
			P	1
			<input type="checkbox"/>	N/A

Side Note about Dual Enrollment Transcripts

You are responsible for requesting college transcripts, both during applications and for enrollment.

- If you have taken Running Start, College in the High School, or other Dual Enrollment courses *for college credit*, you have a college transcript
- Many schools will want your college transcripts with your application in addition to your high school one
- Order college transcripts via your **college** student portal; for many colleges, you will have to create a Parchment account
- Have the transcript sent directly to the college you are applying to
- Each college transcript will cost \$7-\$10
- The 4-year college you attend will want final transcripts from Shorewood and from your community college

Running Start General Instructions

- Enter your college in the **Colleges & Universities** subsection in the **Education** section
- Coursework details depend on whether you are full time or part time RS; see following pages
- For the **Degree earned** question:
 - Leave blank If you will NOT earn a degree by June
 - Indicate AA or AS If you are on track and intend to earn an Associate degree by June

Colleges & Universities

In progress

If you have ever taken coursework at a college or university, please indicate the number of colleges.*

0
 1
 2
 3

College 1*

Shoreline Community College
16101 Greenwood Ave N
Shoreline, WA 98133-5696
USA
2-year or community college
CEEB Code : 4738

Course details

Dual enrollment with high school
 Summer program
 Credit awarded directly by college

College 1 from date*

August 2023

Date uses "month year" format (e.g. Augu

**Example for
student in RS
Jr & Sr year**

Degree earned

AA
 AS
 BA
 BS

College 1 to date*

May 2024

Date uses "month year" format (e.g. August 2002)

Running Start

General Instructions continued

Listing Winter & Spring 12th Grade Courses

Offer your best guess for what you will take winter & spring at the community college, and notify the four-year college if there are significant differences in your schedule.

If you change from an academic to a non-academic course, that is worth communicating.

- changing from Business 202 to Marketing 205 is *not* significant
- changing from English 253 to PE 170 *is* significant

Class Schedule

Fall Quarter 2023

Search Fall quarter classes

Base your best guess on the current course offerings and the plan you have worked on with your counselor

Winter Quarter 2024

Class schedule will be available after approval

Spring Quarter 2024

Class schedule will be available after approval

For Part Time Running Start with SW and college courses: 12th Grade Classes

Enter your **12th Grade courses** as part of your Shorewood Transcript

- List Fall Quarter with Semester 1
- List Winter & Spring Quarter with Semester 2

Clarify details in the **Additional Information** subsection in the **Writing** section:

- list the particular courses that were taken at your college & name your college
- if you have grades, state that the original grades were on a 0.0-4.0 scale ***and include the original grades***
- explain that you have listed Fall Quarter classes under First Semester and Winter and Spring courses under Second Semester

Course 1 subject*	English	
Course 1 name*	English 101	
Course 1 level*	Dual Enrollment	
Course 1 schedule*	First Semester <input type="button" value="X"/>	
Course 2 subject*	Chemistry	
Course 2 name*	Chemistry 121	
Course 2 level*	Dual Enrollment	
Course 2 schedule*	Second Semester <input type="button" value="X"/>	
Course 3 subject*	History/Social Science	<input type="button" value="X"/>
Course 3 name*	HIST 275 Reel History: Film as Historical Text	
Course 3 level*	Dual Enrollment	<input type="button" value="X"/>
Course 3 schedule*	Second Semester <input type="button" value="X"/>	<input type="button" value="X"/>

For Part Time Running Start with SW and college courses: 11th Grade

Set the **Grading Scale and Schedule** appropriately for each “transcript” you enter

Transcript #1 - Shorewood High School

School Name *	School Year *	Grading Scale *	Schedule *		
Shorewood High School	2022-23	A-F	Semesters		
Subject *	Course Name *	Course Level *	Semester Grades *	Semester Credits *	
English	AP Language & Compositi	Advanced Placement (...)	A A- Leave blank	0.5 0.5 Leave blank	<input type="checkbox"/>
Chemistry	Chemistry	Regular/Standard	B B- Leave blank	0.5 0.5 Leave blank	<input type="checkbox"/>
Foreign/World Langua...	Spanish 3	Regular/Standard	B+ A- Leave blank	0.5 0.5 Leave blank	<input type="checkbox"/>

Only list the SHOREWOOD courses in this section; put your RS/ college courses in another section

Choose “add courses from another transcript” for RS courses. Because you are **Dual Enrollment** (not direct), Transcript #2 will also say Shorewood, not the name of your college.

Transcript #2 - Shorewood High School

School Name *	School Year *	Grading Scale *	Schedule *		
Shorewood High School	2022-23	0.0-4.0	Quarters		
Subject *	Course Name *	Course Level *	Quarter Grades *	Quarter Credits *	
History/Social ...	HIST&146 US Histo	Dual Enrollment	Q1 3.8 Leave blank	Q1 5 Leave blank	
			Q2 Leave blank	Q2 Leave blank	
			Q3 Leave blank	Q3 Leave blank	
			Q4 Leave blank	Q4 Leave blank	
			Final Leave blank	Final Leave blank	

Q1 = Fall
Q2 = Winter
Q3 = Spring
Q4 = Summer

Only put the grade & credit for the quarter of the course; leave fields blank

For Full Time Running Start

When you enter coursework for 11th and 12th grade
set the Grading Scale and Schedule according to your college

Because you have *Dual Enrollment* (not direct) your school will appear as Shorewood

Transcript #1 - Shorewood High School

School Name *	School Year *	Grading Scale *	Schedule *	
Shorewood High School	2022-23	0.0-4.0	Quarters	
Subject *	Course Name *	Course Level *	Quarter Grades *	Quarter Credits *
English	English 101	Dual Enrollment	Q1 3.5 Leave blank Q2 Leave blank Q3 Leave blank Q4 Leave blank Final Leave blank	Q1 5 Leave blank Q2 Leave blank Q3 Leave blank Q4 Leave blank Final Leave blank
Chemistry	Chemistry 253	Dual Enrollment	Leave blank 3.2 Leave blank Leave blank Leave blank Leave blank Leave blank Leave blank	Leave blank 5 Leave blank Leave blank Leave blank Leave blank Leave blank Leave blank
Art (Visual or Performing)	Art 251 Painting 1	Dual Enrollment	Leave blank Leave blank 4.0 Leave blank Leave blank Leave blank Leave blank Leave blank	Leave blank Leave blank 4 Leave blank Leave blank Leave blank Leave blank Leave blank

record the grades exactly as they appear on your *college* transcript

In the *Additional Information* subsection under *Writing*

state that you have been full-time Running Start/ Dual Enrollment at _____ (name your college)