

Checklist



✓ Plant High School Final Transcript Request Form

IMPORTANT: You will only request <u>ONE</u> final transcript. Please do not fill out the form below until you know that information. There are a few exceptions (Pathways program at FSU, or Santa Fe Engineering/Construction) that require us to send two transcripts, but in all other cases you will only be requesting one.

Please read the form carefully and follow all directions. **Final transcripts will not be sent until the summer (early June)**. Access the final transcript request form here: https://forms.office.com/r/pd6JMksUDM

Deadline: May 5



✓ Review Your Bright Futures Eligibility

General requirements: https://www.floridastudentfinancialaidsg.org/PDF/FAS-FMS.pdf
Official award letter (log in to view): https://www.floridastudentfinancialaidsg.org/

IMPORTANT Reminder: Hours must be SUBMITTED and APPROVED prior to Graduation to count for Bright Futures!!



✓ Update Naviance

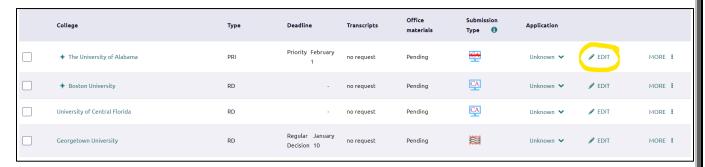
Log into your Naviance account at <u>student.naviance.com/planths</u>. If you do not remember your password, please email or Canvas message me or your counselor.

Once logged in, please click: Colleges I'm Applying To. Update each college with the decision you received (accepted, denied, waitlisted, etc) and set your attending college. This helps speed up the process of sending out documents over the summer once you have officially graduated.

Please see the next page for screenshots of how to complete this update.

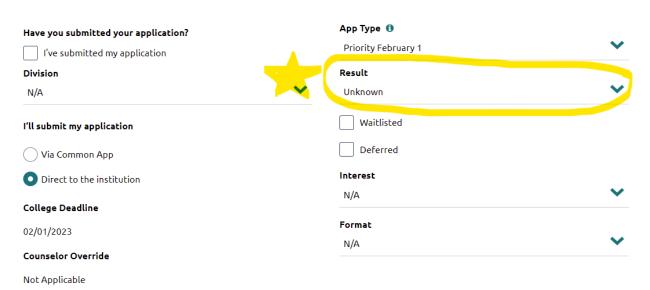
Deadline: GRADUATION (May 24)

How to update a college decision (Step 1):



How to update a college decision (Step 2):

The University of Alabama (AL)



How to update college attending:





✓ Request your Dual Enrollment Transcript (HCC or USF)

HCC: https://www.hccfl.edu/admissions/office-registrar/request-hcc-transcripts

USF: https://www.usf.edu/registrar/services/transcripts/official-transcripts.aspx

Request HCC Transcripts

Current and former students can request official electronic or paper copies of their transcripts by following the below steps:

- 1. Log in to the MyHCC portal using your full hawkmail email address and password.
- 2. Select 'Transcript Request' under HCC Links.

This will take you to the online transcript request via the Parchment Ordering Service. There is a minimal fee for all transcript requests.

If you are unable to access MyHCC due to not remembering your HCC username and password, create a New User account on the <u>HCC Parchment Ordering website</u>.

Requests submitted using the create account option may take longer to process.

Please note: If your name has changed since your last period of enrollment, please include your present and former names when creating your Parchment account.

HCC will not provide transcripts if you have an outstanding financial obligation to the college.

Deadline: College specific



✓ Request AP Scores

AP Score Report -- https://apstudents.collegeboard.org/sending-scores

Deadline: June 20 (for free score send)