



Checklist



✓ Plant High School Final Transcript Request Form

IMPORTANT: You will only request **ONE** 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 student.naviance.com/planths. 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):

College	Type	Deadline	Transcripts	Office materials	Submission Type	Application
<input type="checkbox"/> The University of Alabama	PRI	Priority February 1	no request	Pending		Unknown
<input type="checkbox"/> Boston University	RD	-	no request	Pending		Unknown
<input type="checkbox"/> University of Central Florida	RD	-	no request	Pending		Unknown
<input type="checkbox"/> Georgetown University	RD	Regular Decision 10	no request	Pending		Unknown

How to update a college decision (Step 2):

The University of Alabama (AL)

Have you submitted your application?

I've submitted my application

Division

N/A

I'll submit my application

Via Common App

Direct to the institution

College Deadline

02/01/2023

Counselor Override

Not Applicable

App Type

Priority February 1

Result

Unknown

Waitlisted

Deferred

Interest

N/A

Format

N/A

How to update college attending:

<input type="checkbox"/> Georgetown University	RD	Regular Decision 10	no request	Pending
<input type="checkbox"/> Hillsborough Community College	N/A	-	no request	Pending
<input type="checkbox"/> The University of North Carolina at Chapel Hill	RD	Regular Decision 15	no request	Pending

College that I'm attending:

N/A



✓ 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 [HCC Parchment Ordering website](#). 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)