PSA Submission Procedures

Link: http://williamandmary.force.com/Events/TargetX_Eventsb__formpage?formid=217729

- Coaches no longer need to submit the PSAE to the Compliance Office in order for the PSAE to be sent to Admissions; **Coaches now will submit the PSAE’s themselves** through the online site above.
  - **EXCEPTIONS:** if a PSA has any of the following on his or her high school transcripts, the PSAE MUST be first turned in to the Compliance Office for an initial review
    - Any grades of C or Lower
    - An SAT score less than 1100
    - An ACT composite score less than 23 or any subscores lower than 20
    - Attendance at a non-traditional High School (e.g. homeschooled PSA’s, international PSA’s, PSA’s attending only an online school etc.)
    - A TOEFL of less than 100

- **Required Information:** the majority of the required information is the same as on the previous form; all required information is indicated with an * on the online form – the form cannot submit without this information
  - **Contact Information:**
    - if there’s no cell phone number available, use a the home phone number or the number that you’ve been using to get in touch with the PSA
    - email addresses are necessary; if the PSA doesn’t have one, ask to include a parents’ or guardians’; if there’s still no email available, get in touch with me
    - Parents’ names are not required, but can be helpful
  - **Transcripts:**
    - Still need high school transcripts from any high school attended with final grades for the 9th, 10th, and 11th grade year and any grades received so far during the 12th grade year
    - There are no * on the 12th grade schedule only because there is no set list of classes that PSA’s take;
      - however, just because there is no * does NOT mean that the 12th grade schedule is now optional
      - the 12th grade schedule is STILL a required part of the PSAE and failure to include it could result in the PSAE not being read
• the schedule, especially until the beginning of classes this fall, can be “self-reported” i.e. the PSA can type what it is in an email to you, it doesn’t have to be an official list from the high school
  o Test Scores:
    ▪ Submitted test scores must have the name of the PSA on page
    ▪ The test scores cannot be “self-reported” – i.e. the PSA types what they are in an email to you
  o Coaches’ Comments
    ▪ Coaches’ comments are not required, although they are helpful to the Admissions Deans
- Returned Reports: Admissions will continue to return the report to Compliance who will then send the PSAE Reports to Coaches after the PSAE’s have been read by Admissions
  o The Schedule:
    ▪ Any PSAE submitted by noon on Tuesday will be returned to Coaches by the end of the day on Thursday
    ▪ Any PSAE submitted by noon on Thursday will be returned to Coaches by the end of the day on Tuesday
- Steps:
  o 1. Click on the link above
  o 2. Fill out the required information
  o 3. Upload the transcripts
  o 4. Upload the test scores
  o 5. Hit submit
  o 6. Receive a confirmation page

Notes:
- All uploaded documents must be in PDF format
- The maximum size for any uploaded document is 5 MB
- The names of the uploaded files should be in this format: lastname, firstname – sport – transcripts/test scores
- If you have additional documentation, like a letter of recommendation or explanation, include that in either of the uploaded files, either the transcript or test score
- The vast majority of high schools in the United States and many of those abroad are included in the drop down box next to the high school name; however, if the high school does not pop up, select “unknown school” from the list and then type in the Coaches’ Comments box: unknown school: nameofhighschool
- **IMPORTANT:** this form is creating the record for this student at W&M so it is VERY important to avoid typos
  o If typos are caught once the form is submitted, typos are NOT easy to fix in the university’s system; it requires deleting and merging records and only a few people across campus have the access to do this
  o if typos aren’t caught, it could lead to duplicate records for the same person, which really messes up the record keeping.