How to Request Mid-Year Transcripts

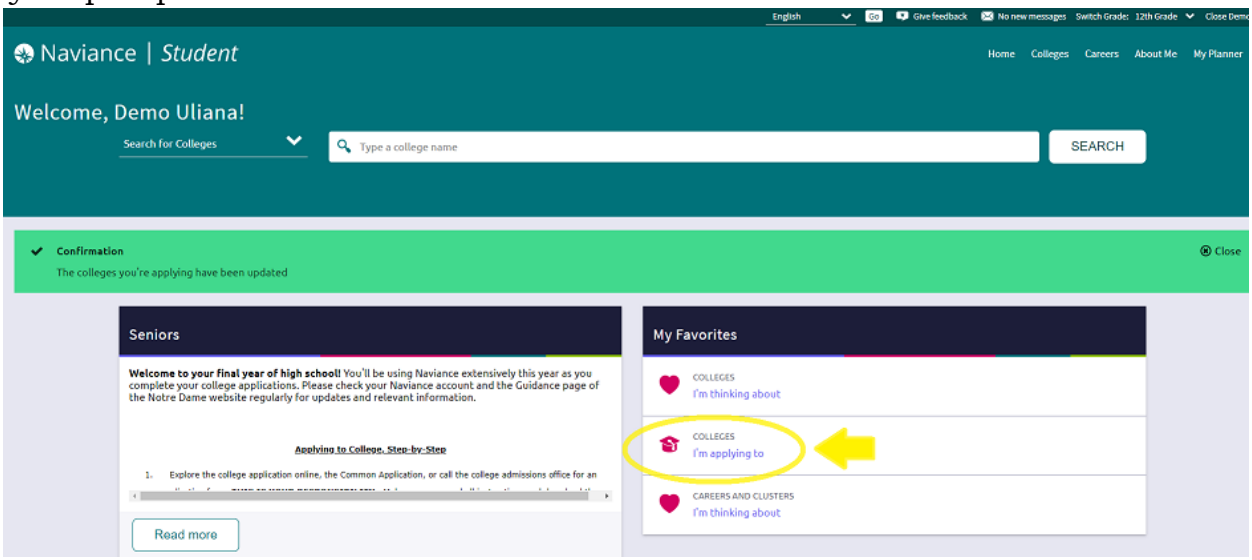
Some colleges may wish to review your mid-year transcript. This document lists all of the classes you've taken throughout your high school career, with the final grades you earned in your freshman through junior years, and also your first semester grades from your current (senior) year. First semester grades are the average of your Quarter 1 and Quarter 2 grades. Your mid-year transcript will also include your updated cumulative GPA and attendance records.

If you've received emails from any of your colleges asking you to send your mid-year transcript, follow these steps to submit your request:

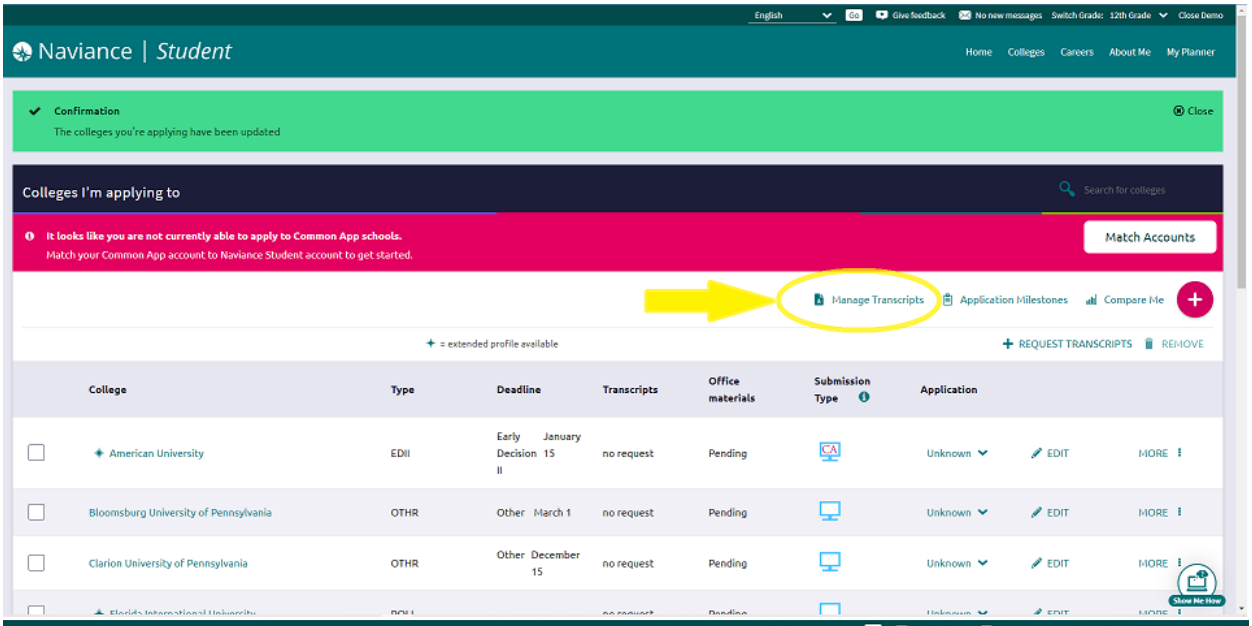
1) Log into your Naviance account.
2) From your dashboard, click on "Colleges I'm Applying to."
3) On this page, click on the "Manage transcripts" link.
4) Click the red circle with the white plus (+) sign.
5) Click "College Application Transcript."
6) Under "What type of transcript are you requesting?" select "Mid-Year."
7) Click on "Where are you sending the transcript?" and check off all colleges that have asked for your mid-year transcript.
8) Click "Done."
9) Click "Request and Finish."
10) That's it! On the next page, you can see the status of all of your transcript requests, including the date(s) that your transcript was sent to each college.

Step-by-step in pictures:

1)



2)



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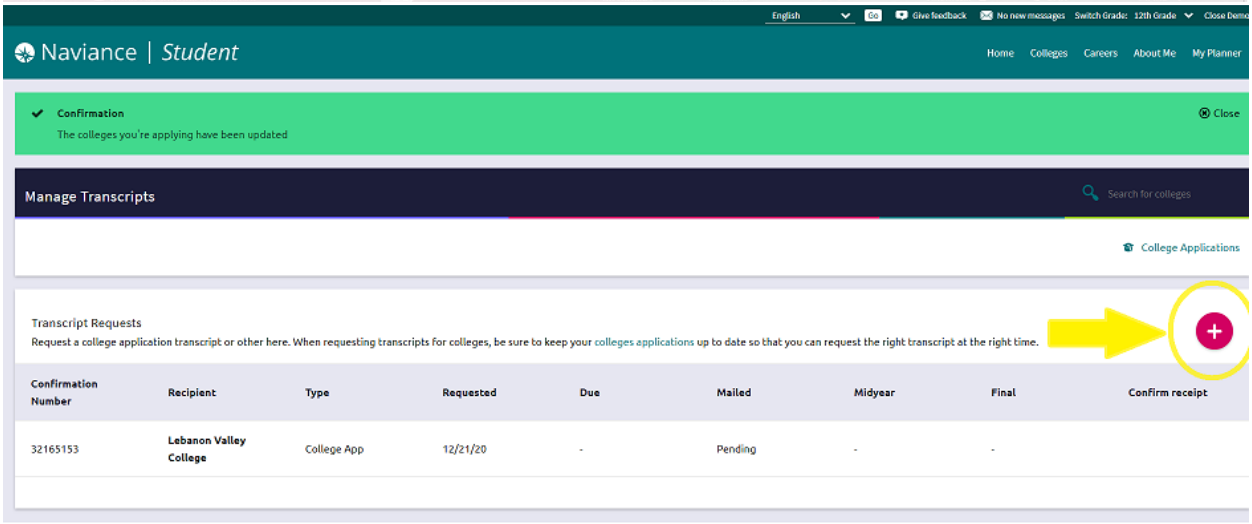

Notre Dame High School

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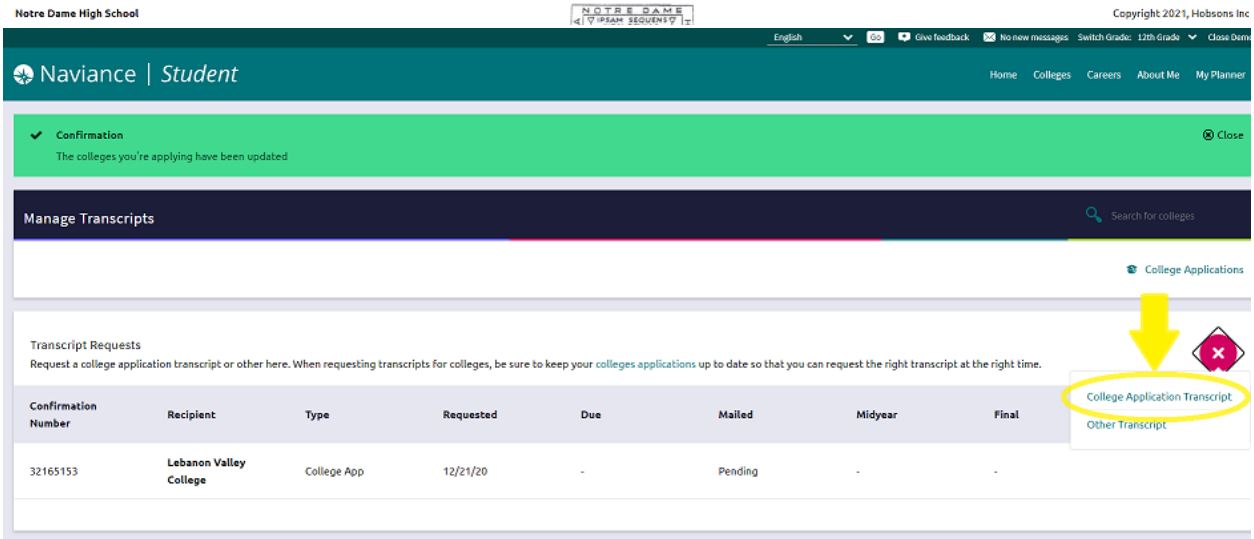
4)



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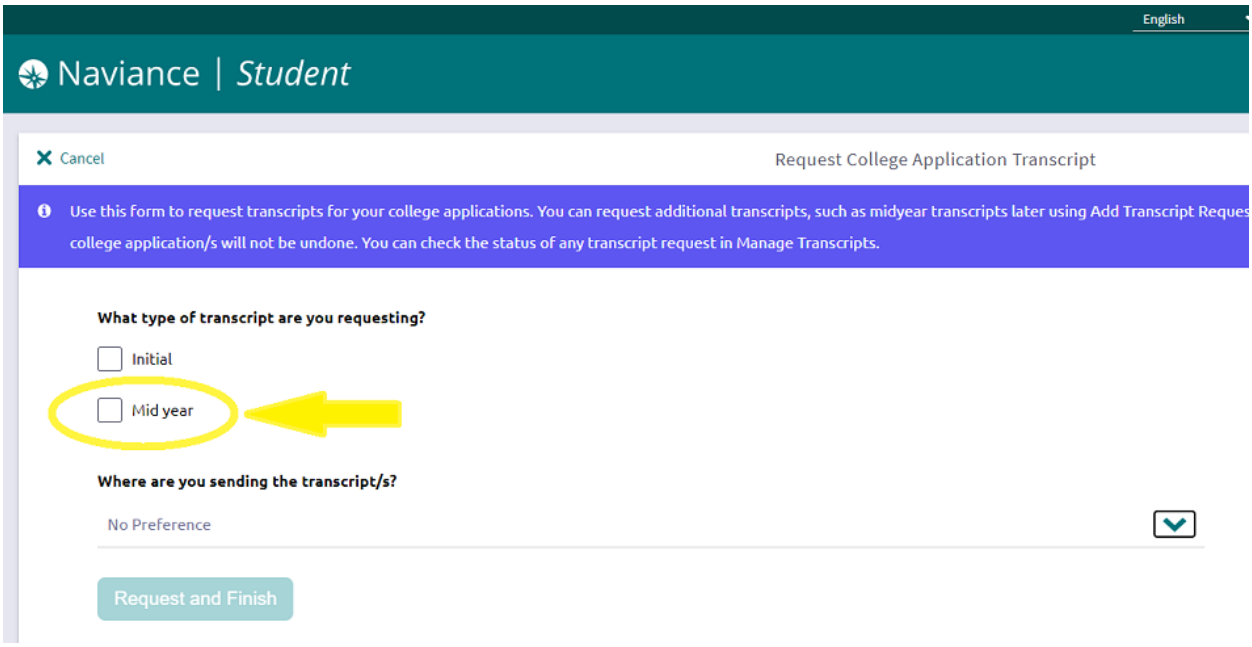
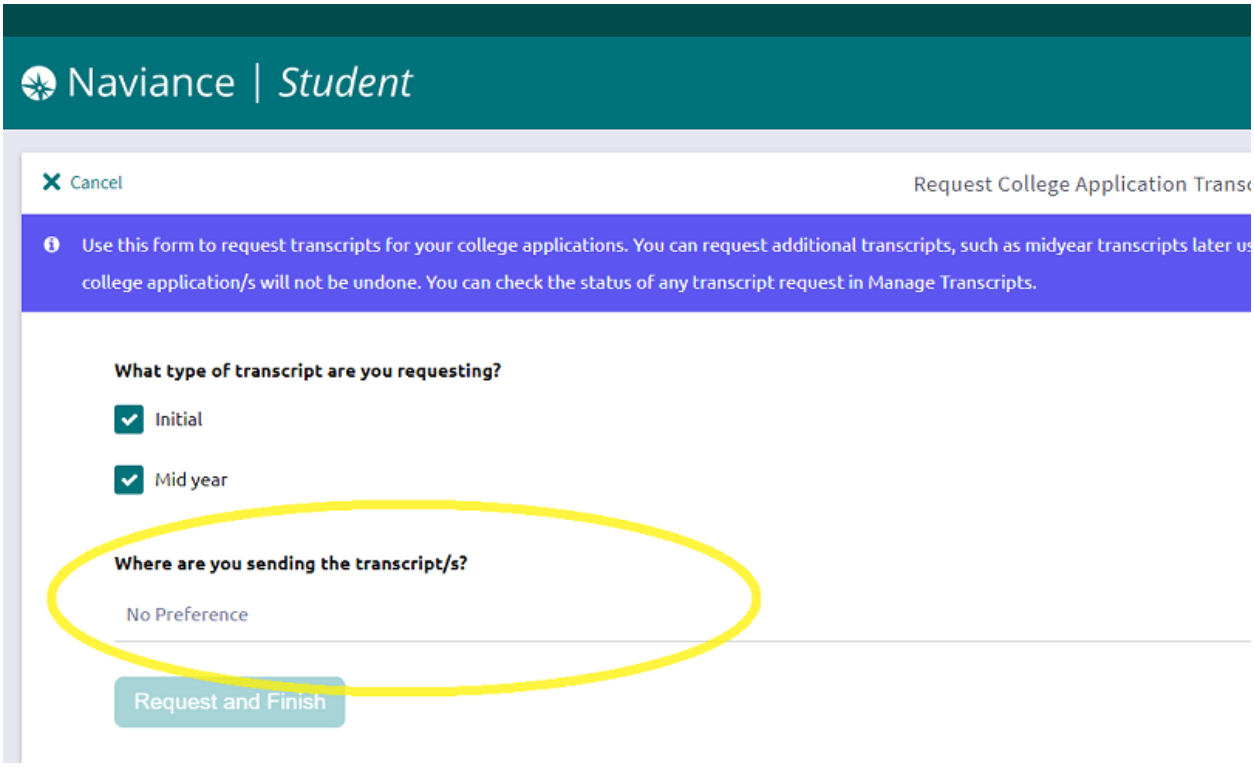

English
Naviance | Student
Cancel
Request College Application Transcript
Use this form to request transcripts for your college applications. You can request additional transcripts, such as midyear transcripts later using Add Transcript Reques
college application/s will not be undone. You can check the status of any transcript request in Manage Transcripts.
What type of transcript are you requesting?
Initial
Mid year
Where are you sending the transcript/s?
No Preference
Request and Finish

6)


Naviance | Student
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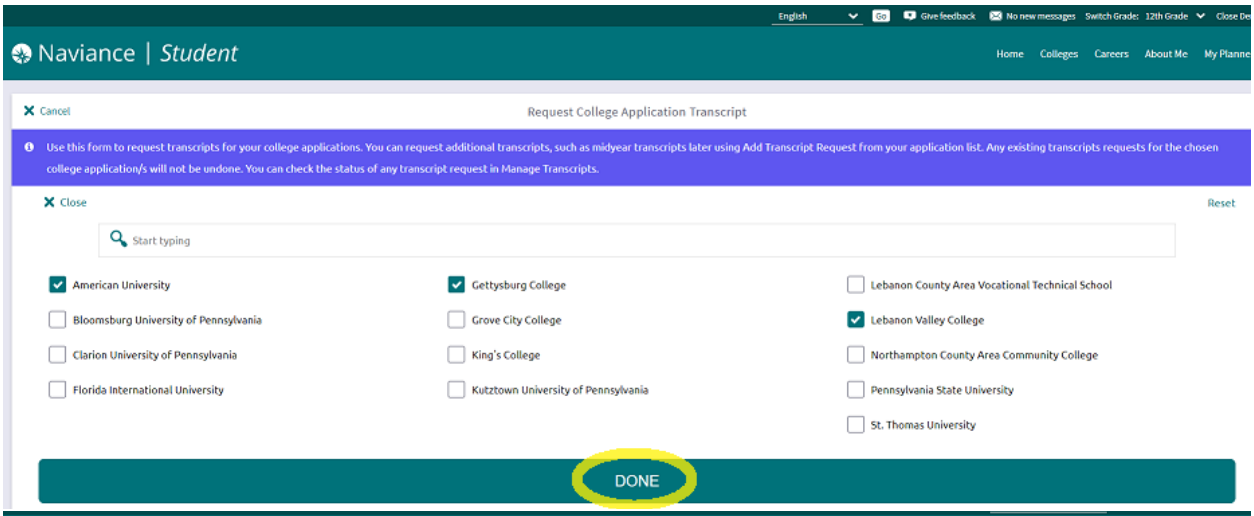
Naviance | Student
Home
Colleges
Careers
About Me
Cancel
Request College Application Transcript
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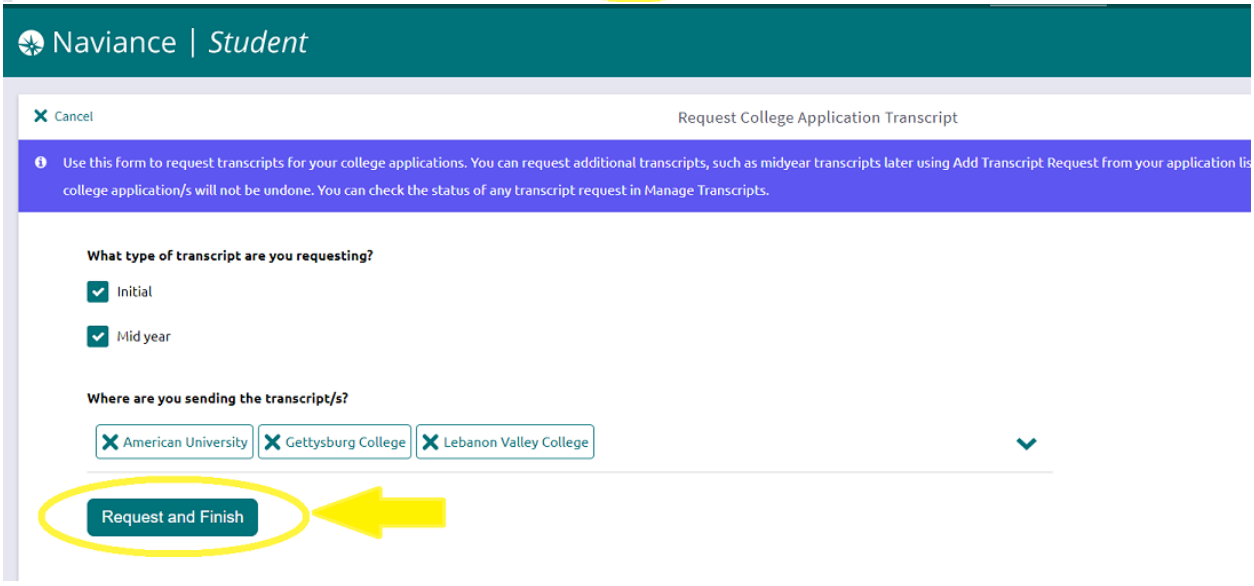
Close
Reset
Start typing
American University
Bloomsburg University of Pennsylvania
Clarion University of Pennsylvania
Florida International University
Gettysburg College
Grove City College
King's College
Kutztown University of Pennsylvania
Lebanon County Area Vocational Technical School
Lebanon Valley College
Northampton County Area Community College
Pennsylvania State University
St. Thomas University
DONE

8)


Naviance | Student
Cancel
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Mid year
Where are you sending the transcript/s?
American University
Gettysburg College
Lebanon Valley College
Request and Finish