

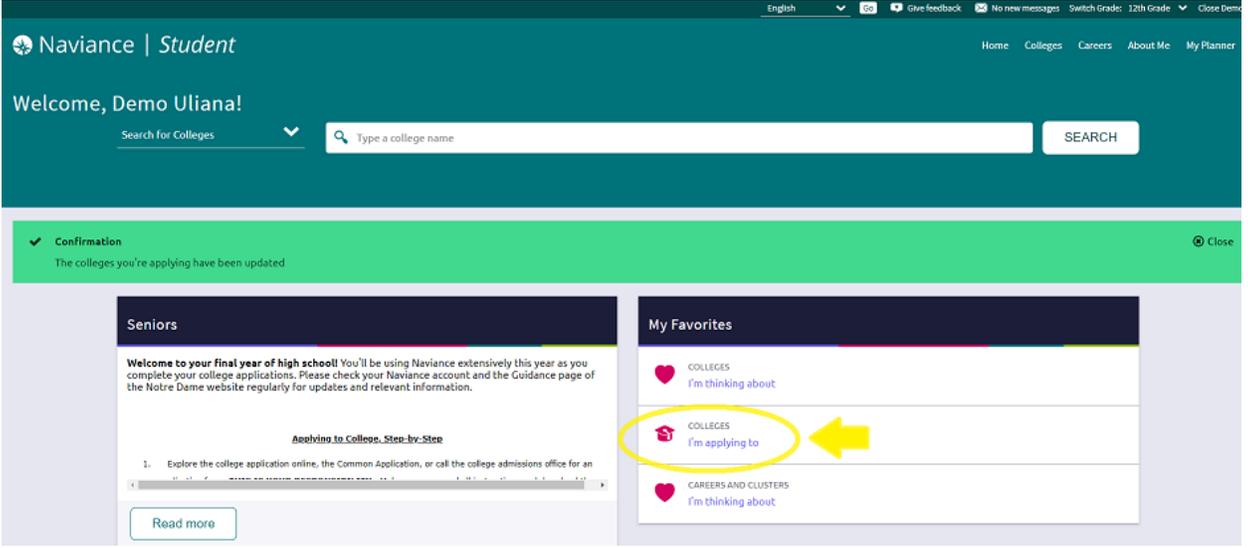
## How to Request Mid-Year Transcripts

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:



The screenshot shows the Naviance Student dashboard. At the top, there is a navigation bar with the Naviance logo and the word "Student". Below this, a welcome message says "Welcome, Demo Uliana!". A search bar for colleges is visible. A green confirmation banner at the top of the main content area states "Confirmation: The colleges you're applying have been updated". The main content area is divided into two columns. The left column is titled "Seniors" and contains a "Welcome to your final year of high school!" message and a "Read more" button. The right column is titled "My Favorites" and contains three sections: "COLLEGES I'm thinking about", "COLLEGES I'm applying to", and "CAREERS AND CLUSTERS I'm thinking about". A yellow circle highlights the "COLLEGES I'm applying to" link, and a yellow arrow points to it from the right.

1)

English | Give feedback | No new messages | Switch Grade: 12th Grade | Close Demo

Naviance | Student | Home | Colleges | Careers | About Me | My Planner

Confirmation: The colleges you're applying have been updated. Close

Colleges I'm applying to

It looks like you are not currently able to apply to Common App schools. Match your Common App account to Naviance Student account to get started. Match Accounts

Manage Transcripts | Application Milestones | Compare Me

College	Type	Deadline	Transcripts	Office materials	Submission Type	Application
American University	EDII	Early Decision II January 15	no request	Pending	CA	Unknown
Bloomsburg University of Pennsylvania	OTHR	Other March 1	no request	Pending	CA	Unknown
Clarion University of Pennsylvania	OTHR	Other December 15	no request	Pending	CA	Unknown
Florida International University	OTHR	Other	no request	Pending	CA	Unknown

2)

English | Give feedback | No new messages | Switch Grade: 12th Grade | Close Demo

Naviance | Student | Home | Colleges | Careers | About Me | My Planner

Confirmation: The colleges you're applying have been updated. Close

Manage Transcripts

College Applications

Transcript Requests: Request a college application transcript or other here. When requesting transcripts for colleges, be sure to keep your colleges applications up to date so that you can request the right transcript at the right time.

Confirmation Number	Recipient	Type	Requested	Due	Mailed	Midyear	Final	Confirm receipt
32165153	Lebanon Valley College	College App	12/21/20	-	Pending	-	-	

3)

Notre Dame High School | NOTRE DAME | Copyright 2021, Hobsons Inc

English | Give feedback | No new messages | Switch Grade: 12th Grade | Close Demo

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Confirmation: The colleges you're applying have been updated. Close

Manage Transcripts

College Applications

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Confirmation Number	Recipient	Type	Requested	Due	Mailed	Midyear	Final	Confirm receipt
32165153	Lebanon Valley College	College App	12/21/20	-	Pending	-	-	

College Application Transcript  
Other Transcript

4)

Notre Dame High School | NOTRE DAME | Copyright 2021, Hobsons Inc

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 Request. Once a transcript request for a 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

5)

Cancel

Request College Application Transcript

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What type of transcript are you requesting?

Initial

Mid year

Where are you sending the transcript/s?

No Preference

Request and Finish

6)

English Give feedback No new messages Switch Grade: 12th Grade Close De

Naviance | Student Home Colleges Careers About Me My Planne

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 Request from your application list. Any existing transcripts requests for the chosen college application/s will not be undone. You can check the status of any transcript request in Manage Transcripts.

Close Reset

Start typing

<input checked="" type="checkbox"/> American University	<input checked="" type="checkbox"/> Gettysburg College	<input type="checkbox"/> Lebanon County Area Vocational Technical School
<input type="checkbox"/> Bloomsburg University of Pennsylvania	<input type="checkbox"/> Grove City College	<input checked="" type="checkbox"/> Lebanon Valley College
<input type="checkbox"/> Clarion University of Pennsylvania	<input type="checkbox"/> King's College	<input type="checkbox"/> Northampton County Area Community College
<input type="checkbox"/> Florida International University	<input type="checkbox"/> Kutztown University of Pennsylvania	<input type="checkbox"/> Pennsylvania State University
		<input type="checkbox"/> St. Thomas University

**DONE**

7)

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 Request from your application list. Any existing transcripts requests for the chosen 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?**

American University  Gettysburg College  Lebanon Valley College

**Request and Finish**

8)