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 midyear transcript, follow these steps to submit your request:

- 1) Log into your <u>Naviance</u> 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:

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