**Mid-Year Transcript**

**Request Form**

List all schools that have asked for a mid-year (7th semester) transcript, AND the method in which it needs to be delivered (electronic or mail). Look at your college list on Naviance to find out which method you need to use, then look at the symbols at the bottom of this page for further information.

Bring $2.00 (cash only-no coins) for each transcript requested AND this complete form to the Counseling Office before school, at lunch, or after school.

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Check the correct box:**

|  |  |  |
| --- | --- | --- |
| **Name of College** | **Electronic** | **Mail** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |
| 7. |  |  |
| 8. |  |  |
| 9. |  |  |
| 10. |  |  |

**Naviance symbols** (use these to determine if you need to send electronically or through mail):

 This symbol means your documents must be mailed **(bring an envelope with a stamp on it, and write the address it needs to be sent to if you have this symbol).**

 This symbol means you used common app, and we can submit electronically.

 This symbol means we can submit electronically.

\*Note-only send to CSUs and UCs if they SPECIFICALLY asked for a mid-year/7th semester transcript from you through email or on your portal.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Signature**

**FOR OFFICE USE ONLY**: Date Sent:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_