

## REQUEST FOR MID-YEAR REPORT / SEVENTH SEMESTER TRANSCRIPT




Name \_\_\_\_\_ Counselor \_\_\_\_\_

**Please complete this form and return it to your counselor.** Required mid-year reports and seventh semester transcripts **will not be sent to the colleges you identify until you return this form.** Please attach addressed, stamped envelopes and any necessary forms *where appropriate*.

There is **no fee** for mid-year reports or 7<sup>th</sup> semester transcripts if you have already paid to have an initial transcript sent by your counselor with a letter of recommendation or secondary school report.

For Cal State Universities and other institutions requesting a seventh semester transcript, please pay Mrs. Barelian \$5 cash for each transcript and bring your receipt to your counselor who will then send your records. Test scores are not part of the records that will be sent. Be sure to send your official test scores from the College Board or ACT directly to each college.

Please reference these icons from Naviance Family connection to determine the correct method of delivery:

-  COMMON APPLICATION: DELIVERED ELECTRONICALLY VIA NAVIANCE
-  ELECTRONIC DELIVERY VIA NAVIANCE (NOT COMMON APPLICATION)
-  US MAIL DELIVERY: ADDRESSED, STAMPED ENVELOPE REQUIRED

Name of College	Method of Delivery(circle)	Notes	Paid? Y/N
1.	US Mail Naviance Common Application via Naviance		
2	US Mail Naviance Common Application via Naviance		
3	US Mail Naviance Common Application via Naviance		
4	US Mail Naviance Common Application via Naviance		
5	US Mail Naviance Common Application via Naviance		
6	US Mail Naviance Common Application via Naviance		
7	Mail Naviance Common Application via Naviance		
8	US Mail Naviance Common Application via Naviance		
9	US Mail Naviance Common Application via Naviance		
10	US Mail Naviance Common Application via Naviance		

**PLEASE DELIVER THIS PRINTED FORM DIRECTLY TO YOUR COUNSELOR**

