

Midyear (7th semester) Transcript Request

- Date: _____ Student ID #: _____
- Student Name: _____
- Counselor (circle one): Mr. Polun Mrs. Harr Mrs. Han Mrs. Modina




Instructions: Your Naviance “Colleges I’m Applying to” list must be updated.

1. **ONLY** list colleges that require a midyear (7th semester) transcript below.
2. Log into Naviance>Colleges>Colleges I’m Applying to. Look for your colleges and the submission symbols.
3. Look at the Naviance symbols below to determine if your transcript can be sent electronically or by mail. Most colleges accept electronic submission.
4. There is a \$2.00 charge (cash only) for each transcript. Bring the completed form and payment to the Counseling office.

[Note] Only send to CSU’s and UC’s if they specifically ask for a transcript from you through email or on your application portal.

Name of College	Check the correct box:	
	Electronic	Mail
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Naviance Symbols: Use these to determine if you need to send electronically or through mail

	This symbol means you are applying to the college via Common App and your transcript can be submitted electronically. Check the “Electronic” box above.
	This symbol means your transcript can be submitted electronically. Check the “Electronic” box above.
	This symbol means your transcript must be mailed. Check the “Mail” box above AND bring a self-addressed, stamped envelope along with this form.

Student Signature

FOR OFFICE USE ONLY

Amount Paid _____

Date Sent _____