

Requesting Mid-Year Transcripts

The steps for requesting mid-year transcripts are outlined below. Only request mid-year transcripts if they are required by the college. You can only request mid-year transcripts for colleges you have already applied to. Mid-year transcripts are not available until late January.

1. Log into your Naviance Account and click on “Colleges” tab
2. On the left side of the page under “Resources” click on transcripts
3. Click on Request transcripts for scholarships or athletics
4. In the drop-down box for Reason select “Other”
5. In the recipient box type Mid-year and the name of the College (i.e. Mid-year—Stanford) (if this is a Common App school or another electronic submission school you DO NOT need to include an address)
6. Do not select “Send mid-year transcript” further down the page next to “Follow-up”
7. Scroll to the bottom of the page and click “Add Transcript Requests”

After everything has been sent in, check with the college to see if your file is complete. Please allow 3-4 weeks for colleges to process your application materials. Many colleges have an online system allowing you to check the status of your application. You may also check on Naviance by going to “view detailed status” under “colleges I’m applying to” to see when materials were sent. If you need help, please see your counselor.