

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. Click on the “Apply To College” Tab.
 3. Click “Manage Transcripts”.
 4. Click on the Pink Plus Sign in the right corner.
 5. Click “Other Transcript”.
 6. When asked “What type of transcript are you requesting”, select the box for “Midyear” (It will automatically select initial as well).
 7. When asked “What is this transcript for”, select “Other”.
 8. Indicate the date in which the transcript is due by.
 9. 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)
 10. Select “Request and Finish”.
- 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.