Sending Mid-Year Reports to Colleges

Most colleges you apply to expect to receive your senior year mid-year grades. UNDERLINE READ THESE INSTRUCTIONS CAREFULLY. The guidance office will be sending your mid-year grades in the following ways:

COMMON APPLICATION: If you applied to a college using the Common Application, we will upload an updated copy of your high school transcript (including your current course averages and your updated 3 ½ year GPA and RANK) and submit it electronically with the Common Application Mid-Year Report Form. This report is made available to all colleges you've applied to through Common Application.

SUNY APPLICATION: If you applied to a SUNY college using the Online SUNY Application, we will upload an updated copy of your high school transcript (including your current course averages and your updated 3 ½ year GPA and RANK) and submit it electronically to the SUNY Application Services Center. Your transcript is made available to all SUNY colleges you've applied to through the Online SUNY Application.

OTHER APPLICATION METHOD: **We do not automatically send** your mid-year grades to colleges you've applied to other than through Common Application or Online SUNY Application. **You must direct us to send your mid-year grades to other colleges using the form below**. Check to see if any of your colleges have a mid-year report form that needs to be attached to your grades. If so, complete your part of the form and attach them to the form below before bringing it to the guidance office. In most cases, we will print a copy of your high school transcript (including your current course averages and your updated 3 ½ year GPA and RANK) and mail it to the schools on your request form, along with any specific forms your colleges require.

- -

MIDYEAR TRANSCRIPT REQUEST FORM

Student Name: _____ *Date:* _____

☐ I have applied to the colleges listed below using an application other than the Common Application or Online SUNY Application. Please send my mid-year transcript to each school listed. I have attached any mid-year report forms that my colleges require.

(Note to Students: You do not need to list colleges you applied to using the Common Application or Online SUNY Application—we will upload mid-year transcripts to these schools automatically.)

1.	5.
2.	6.
3.	7.
4.	8. Use the back side if needed…

Special Instructions:

_____ Ready to Mail   Date Mailed _____ _____
SP   KC