

Mid-Year Grade Report Request Instructions for Post High School Applications

****You should have already requested Initial Transcripts prior to requesting a Mid-Year Grade Report.**

1. Log in to Naviance. **Email (ID)**: first initial, last name, homeroom (ex. jdoe2011w)
Password: student ID number (five digit number assigned by school district)
2. Click on **Home** (the small orange button on the left), under **Pages**, click on **Mid-Year Grade Report Request**, and right click on the survey link. Select **Open in New Window**. Complete the **Mid-Year Grade Report Request**. (Opening the survey in a new window will allow you to refer back to Naviance to view the schools and methods of transcript delivery for each school.) **You must complete this survey for each grade report that you are requesting.**

Methods of Mid-Year Grade Report Delivery Instructions

Regular Mail Transcripts

Schools that do not accept electronic transcripts and Scholarship Applications

1. Complete the **Mid-Year Grade Report Request** on the **Home** page of Naviance.
2. Complete the **Mid-Year Grade Report Request Form**. (Available under the **Forms** link on the Counseling Department Website.)
3. Turn in your Mid-Year Grade Report Request Form and Self-Addressed, Stamped Envelope to Mrs. Novino.

Electronic Transcripts

Common App, NCAA, and other schools that accept electronic transcripts

If you followed steps 1 & 2, you have completed everything required to send your Mid-Year Grade Report electronically.



Common App School
Your transcript and all supporting documents **Must** be sent via Naviance



Common App School
You did not apply using Common App. Your transcript and all supporting materials can still be sent via Naviance.



Electronic school
All of your supporting documents can be sent via Naviance