

Office Use:

DATE RECORDED ON SPREADSHEET _____

DATE COMPLETED BY COUNSELOR IN NAVIANCE _____

Mt. Lebanon High School
Mid-Year Transcript Request

*If you have already been accepted to a college/university, it is **usually** not necessary to send a mid-year transcript. If you are in doubt that a mid-year transcript is required, contact your school.*

Return your completed form to the School Counseling Office F306 no later than
Thursday, January 17, 2019

**** Print Clearly****

Student Name

Student ID

Student Signature

Counselor Name

Please send my mid-year transcript to the following schools:

Name of Institution

Check here if common app

Name of Institution

Check here if common app

Name of Institution

Check here if common app

Name of Institution

Check here if common app

See the reverse side of this sheet for additional colleges as needed.

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Name of Institution

Check here if common app

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Return your completed form to the School Counseling Office F306 no later than *January 17, 2019.*