

Mid-Year Transcript Request Instructions for Post High School Applications

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

Electronic Transcripts

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

If you follow steps 1 & 2, you have completed everything required to send your Mid-Year Transcript 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

1. Log into Naviance:

- Go to your portal: <https://clever.com/in/haverfordsd>
- Log in with your Clever username and password:
- Username: Google username Password: Google password
- Click on the Naviance icon in your portal

2. Click on **Home** (the small orange button on the left), scroll all the way down to the bottom of the page and under **Pages**, click on **Mid-Year Transcript Request**, and right-click on the survey link. Select **Open in New Window**. Complete the **Mid-Year Transcript 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 transcript that you are requesting.**

Regular Mail Transcripts

Schools that do not accept electronic transcripts and Scholarship Applications

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- Log in with your Clever username and password:
- Username: Google username Password: Google password
- Click on the Naviance icon in your portal

2. Click on **Home** (the small orange button on the left), scroll all the way down to the bottom of the page and under **Pages**, click on **Mid-Year Transcript Request**, and right-click on the survey link. Select **Open in New Window**. Complete the **Mid-Year Transcript Request**.

3. Complete the **Mid-Year Transcript Request Form**. (Available under the **Forms** link on the Counseling Department Website.)

4. Turn in your **Mid-Year Transcript Request Form** and Self-Addressed, Stamped Envelope to the Counseling Office.