



FORM A Midyear Grade Request Form

This form is for colleges that accept electronic transfer of documents. Check the icon next to the college under “College I’m applying to” in Naviance. You should see one these symbols:  

Name _____ Counselor _____

To: College Bound Seniors

From: Student Services – Counseling Department

RE: MID-YEAR GRADES

This form is to remind you that MID-YEAR GRADES are not automatically sent to your colleges

It is your responsibility to:


1. Supply the guidance office with this form listing the colleges to which you applied that require your mid-year/first semester grades. This would include any colleges to which you applied via common app and even colleges to which you have been accepted or are still waiting a decision.
2. All forms must be given to Mrs. Newberg by: **January 24, 2022**
If, for some reason you are waiting for grades from teachers – you must submit in writing a request to hold your grades until you have made up the work. This should be sent to your counselor and to Mrs. Newberg. Then submit in writing – again- to let them know when it is o.k. to send your grades.

Please put your name and your counselor’s name on the top of this form.

List your colleges and the town and state below. You may continue your list on the reverse side of this form if necessary.

College	College Address (town and state only)
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

FORM A Midyear Grade Request Form

This form is for colleges that do not accept the electronic transfer through Naviance. Information is either mailed (envelope needed) or e-mailed to the institution. Check the Icon next to the name of the college in Naviance under “Colleges I’m Applying to”. If it has this symbol  use this form.

Name _____ Counselor _____

To: College Bound Seniors

From: Student Services – Counseling Department

RE: MID-YEAR GRADES

This form is to remind you that MID-YEAR GRADES are not automatically sent to your colleges

It is your responsibility to:

1. Supply the guidance office with this form listing the colleges to which you applied that require to have your mid-year/first semester grades e-mailed as they cannot be sent via Naviance.
2. This year, because of COVID we will e-mail your grades to the colleges that will accept e-mail copies. Hopefully this will ensure that they are received. **You must provide the office of admission-mail address. Please do not hesitate to contact the college to get the correct e-mail address. All forms must be submitted to Mrs. Newberg by January 24, 2022**

Please put your name and your counselor’s name on the top of this form.

List your colleges and their e-mail address below. You may continue your list on the reverse side of this form if necessary.

College	College Admission Office <u>e-mail address</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____