

Mid-Year Transcript 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.
 - a. Go to: <http://Launchpad.classlink.com/haverfordsd>
 - a. Click "Sign in with Google"
 - a. Select your Haverfordsd.net email address
 - a. Click the Naviance icon
2. Click on **Home** at the top of the page. Then scroll over to the section labeled "Welcome to Naviance." Click on the link **Additional Information from Your School**. Under **Pages**, click on **Mid-Year Request**, and right click on the Mid-Year Request link. Select **Open in New Window**. Complete the Mid-Year Transcript Request. (Opening the link 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 form one time for each transcript that you are requesting.**

Methods of Mid-Year Grade Report Delivery Instructions

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

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 the Counseling Office.