

Seniors,

This email is to inform you about the process of sending mid-year transcripts (called mid-year reports in Common App). First, not all schools require them, so check with the schools in which you are still interested to see if one is needed.

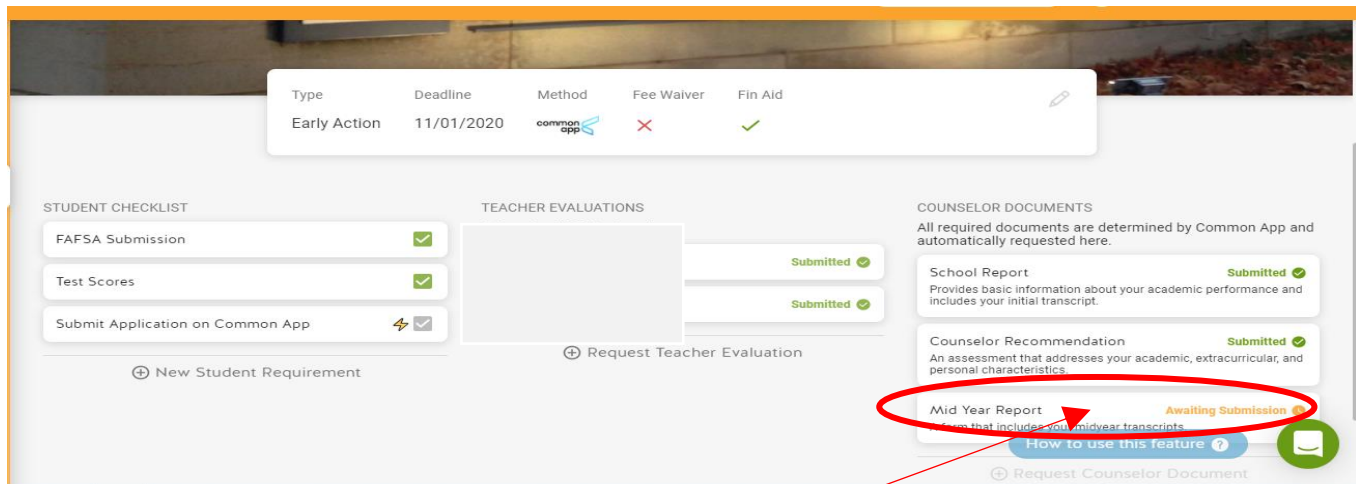
This year, our semester ends on 1/22/21; Once the semester ends, there is a process behind the scenes that must happen before transcripts are finalized and ready to send. We anticipate that the transcripts will be ready to send in early February. Once this verification process is complete, we will automatically begin to send as soon as possible.

If you requested your initial transcript or school report this fall via SchoolLinks (this includes all Common Application requests), a mid-year request is generated automatically in SchoolLinks (for the schools that require a mid-year). Your counselor will automatically send the mid-year transcript (report). Further, if you applied via Coalition website, your counselor will send those requests as well.

It is extremely important that you check SchoolLinks to make sure this request is in for the colleges that need a mid-year transcript. The directions below will show you how to check if the request is in. Also, you can go back around mid-February to see if the mid-year has been sent.

To verify a mid-year request is in SchoolLinks and to track if it is sent:

1. Log into SchoolLinks via your Single Sign On (SSO).
2. Click on Colleges at the left, then College Applications.
3. Click on the green "Track" button at the lower left.
4. Then look for your college in either the "In progress" column or the "Completed" column.
5. Click on the college that you are wanting to check.
6. If the college is in the "In progress" column, once you click on your college, look at the right-hand side to see the status of the mid-year report (see picture below).
7. If your college is in the "Completed" column, once you click on your college, you will have to then click on, "Go to application details." Look at the right hand side to see the status of the mid-year report, just as described in step 6 (see picture below).
8. If, after going through these steps, you do not see a request, and you need one, please email your counselor.



Check here to see if your Mid-year is requested and sent. It will say submitted in green like the boxes above when it is sent. "Awaiting Submission" means the request is submitted to your counselor and will be sent automatically when the transcript is ready to send.

If Mid-year Report or Mid-year Transcript is not listed here, then your college probably is not looking for one. Feel free to double check with your college.