

Student Instructions for Mid-Year Reports ~ 2012

1. Log into Parchment.com.
2. Go to the My Transcript Tab.
3. Select the school associated to the account.
4. GO to the request and deliver tabs.
5. **Locate the college or university destination. Under “Academic Destinations” you will choose the “Common Application” Tab. Click on this tab to order your transcript to the Common Application Online.**
6. On the Confirmation Page for Common App transcripts, the student will choose the following option under transcript type: **Current Grading Period** (This option will display the expected availability date, which will include first semester grades.)
7. Any fees associated with this request will result in the payment page.
8. Student processes payment for transcript request.
9. Transcript request will hold until grades have been posted and confirmed by the school.
10. Repeat this process for universities that are NOT part of Common App, such as MIT. Every university that is a Non Common App university will require a transcript be sent at the end of first semester. However, for Non-Common App Schools, you will choose: **Next Grading Period.**
11. *Do the math: If you have two Non Common App schools, you will order two separate transcripts PLUS the ONE Common App transcript, for a total of three transcripts.*
12. Once grades are posted by your high school, the transcript request will become current and process as current. Your mid-year report(s) will be sent to the Common Application and/or to the individual university that is not a Common App member.
13. Congratulations! You have completed your Mid-Year Transcript request(s) and your counselor will now complete your Mid-Year Report to the Common Application Online.
14. **You must complete this process by February 10,2012 or your application will be considered incomplete by all universities to which you have applied. Mrs. Faust and Counselors will NOT call in students who have not ordered their first semester transcripts. This is the student’s responsibility! Thank you for being responsible and diligent in this process!**

PLEASE NOTE SPECIAL INSTRUCTIONS FOR NON-COMMON APP SCHOOLS:

If you have one or more Non-Common App universities to which you have applied (such as MIT), you MUST:

1. Download and print the paper version of the Mid-Year Report for that university
2. Supply a self-addressed, stamped envelope for each university
3. Turn the Mid-Year Report AND envelope into Mrs. Faust so that your counselor can complete the paper version and mail it.