

## Student section

After completing this section, send this form to your secondary/high school counselor or another school official. If applying via mail, please also provide your school official stamped envelopes addressed to each college.

### Student details

Legal name \_\_\_\_\_  
First/given Middle Last/family/sur (Enter name exactly as it appears on official documents.) Suffix

Date of birth \_\_\_\_\_ Email \_\_\_\_\_ CAID (Common App ID) \_\_\_\_\_  
mm/dd/yyyy

### Address

\_\_\_\_\_  
Number and street Apartment number City/town

\_\_\_\_\_  
County State/province Country ZIP/postal code

Current or most recent secondary/high school \_\_\_\_\_ CEEB code \_\_\_\_\_

## Counselor section

This form is not a substitute for the mid-year or final report. You may use this form to update grades or transcripts outside of the mid-year report and final report. You can also use the optional report to correct errors in other submitted forms.

### Counselor details

Name \_\_\_\_\_  
Prefix First/given Middle initial Last/family/sur Suffix

Title \_\_\_\_\_ Phone \_\_\_\_\_  
Include country code, number, and extension (if applicable)

Fax \_\_\_\_\_ Email \_\_\_\_\_  
Include country code, number, and extension (if applicable)

### School details

School name \_\_\_\_\_ CEEB code \_\_\_\_\_ Website \_\_\_\_\_

Address \_\_\_\_\_  
Number and street City/town

\_\_\_\_\_  
County State/province Country ZIP/postal code

## Summary

Please indicate what updates you are making.

*If there are changes to the student's senior year courses or your evaluation, please attach an explanation.  
 If you are attaching an updated transcript, please ensure it includes courses in progress and a transcript legend.*

- Updated transcript or predicted grades
- Class rank
- Student GPA
- Change in student's enrolled courses
- Change to my evaluation
- Other correction or update

If you are attaching a transcript, please indicate the most recent grades included on it.

- Final junior year grades
- 1st quarter senior year grades
- 2nd quarter/1st semester senior year grades
- 3rd quarter senior year grades
- 1st trimester senior year grades
- 2nd trimester senior year grades

For the following sections, please only complete the questions which pertain to the change(s) indicated in the previous questions. A blank question will be interpreted as no change.

### Class rank

How do you report class rank?  Exact  Decile  Quintile  Quartile  None Student's class rank \_\_\_\_\_

How many additional students share this rank? \_\_\_\_\_ Rank weighting  Weighted  Unweighted

From (start date) \_\_\_\_\_ Ending (final date) \_\_\_\_\_  
mm/dd/yyyy mm/dd/yyyy

### GPA

Do you report GPA? *If you answer no you do not need to complete the other questions in this section.*  Yes  No Cumulative GPA \_\_\_\_\_

GPA scale \_\_\_\_\_ From (start date) \_\_\_\_\_ Ending (final date) \_\_\_\_\_  
mm/dd/yyyy mm/dd/yyyy

GPA weighting  Weighted  Unweighted School's passing mark \_\_\_\_\_ Highest grade/GPA in class \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
mm/dd/yyyy

Please send this form directly to each college admission office. Do not send this form to Common App.