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.