

## 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 Middle Last (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

The mid-year report shares your student's performance at the midpoint of the school year, usually represented by first semester or trimester grades.

Keep in mind that not every college requires the mid-year report. Refer to the [requirements grid](#) for information about which colleges do and do not use this form.

Submit this form as soon as mid-year grades are available. Please attach the student's current or most recent official transcript, including courses in progress and a transcript legend.

### Counselor details

Name       
Prefix First Middle initial Last Suffix

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

Email

### School details

School name  CEEB code  Website

Address   
Number and street City/town

County State/province Country ZIP/postal code

### 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 \_\_\_\_\_

Summary

Please indicate the most recent grades included on the transcript accompanying this form.

- ☐ 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

Have there been any changes to the senior year courses sent with the original school report?   *If you answer yes, please attach an explanation.*  
☐ Yes   ☐ No

Do you wish to update your original evaluation of this applicant?   *If you answer yes, please attach an explanation.*  
☐ Yes   ☐ No

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

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