

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

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 Middle initial Last 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.