

## 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

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/given Middle initial Last/family/sur Suffix

Title \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
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.