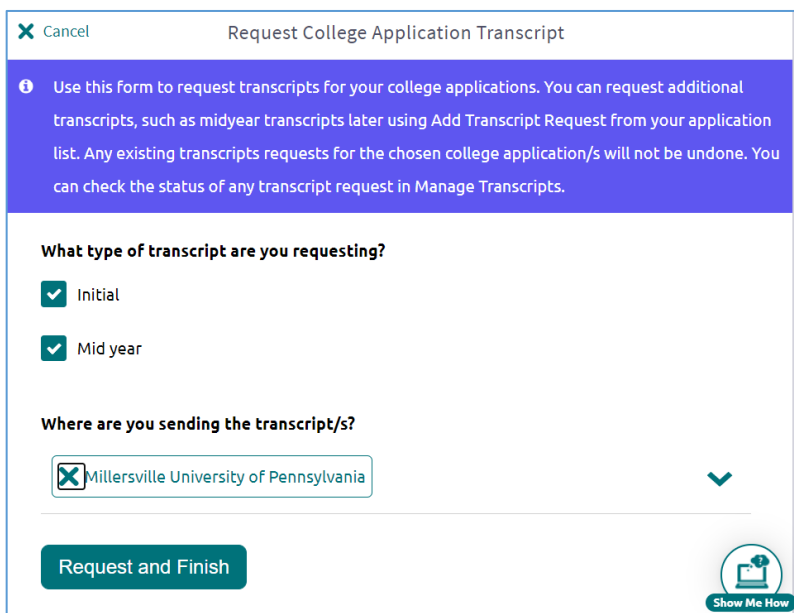


# Requesting Mid-Year Transcripts through NAVIANCE

Only request mid-year transcripts if required by the college/university. The vast majority of post-secondary institutions do not require a mid-year transcript. Mid-year transcripts will be processed for colleges beginning on Friday February 2nd, 2024.

Please follow the below process to order your mid-year transcript(s):

1. Login to your Naviance-Student account and click on the “*colleges*” menu, then “Colleges I’m Applying to”.
2. On the left side of the screen, select each college that REQUIRE midyear grades by clicking on the selector check box.
3. Click on the “Request Transcript” link (just like you did when you ordered your original transcript earlier in the school year).
4. Click on the “Mid Year” checkbox. When you do this, both Initial and Midyear buttons will have check marks in them. That is OK.
5. Click on “Request and Finish” at the bottom of the page.



The screenshot shows the 'Request College Application Transcript' form. At the top, there is a 'Cancel' button and the title 'Request College Application Transcript'. Below this is a blue informational banner with a white 'i' icon, stating: 'Use this form to request transcripts for your college applications. You can request additional transcripts, such as midyear transcripts later using Add Transcript Request from your application list. Any existing transcripts requests for the chosen college application/s will not be undone. You can check the status of any transcript request in Manage Transcripts.' The main form area has a white background. The first section is titled 'What type of transcript are you requesting?' and contains two checkboxes: 'Initial' and 'Mid year', both of which are checked with green checkmarks. The second section is titled 'Where are you sending the transcript/s?' and features a dropdown menu with 'Millersville University of Pennsylvania' selected, indicated by a green checkmark to the right of the text. At the bottom left of the form is a green button labeled 'Request and Finish'. At the bottom right is a circular icon with a question mark and a document, labeled 'Show Me How'.

If you have questions, DO NOT HESITATE TO SCHEDULE A MEETING WITH YOUR COUNSELOR. Please stop down to the Counseling Office to schedule a meeting through Mrs. Ditzler.