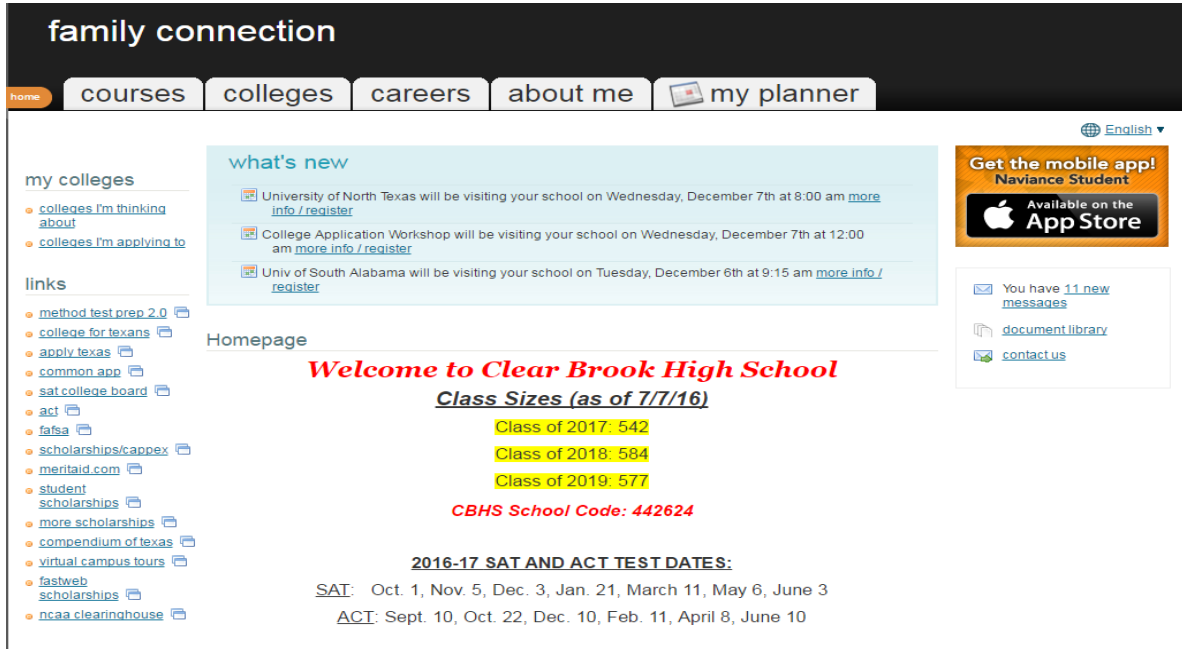


## How to Request a Mid-Year Report

1. Log on to <http://connection.naviance.com/clearbrookhs>
  - ❖ Username: student ID
  - ❖ Password: 8-digit cafeteria pin#



family connection

home courses colleges careers about me my planner

English

my colleges

- colleges I'm thinking about
- colleges I'm applying to

links

- method test prep 2.0
- college for texans
- apply texas
- common app
- sat college board
- act
- fafsa
- scholarships/cappex
- meritaid.com
- student scholarships
- more scholarships
- compendium of texas
- virtual campus tours
- fastweb scholarships
- ncaa clearinghouse

what's new

- University of North Texas will be visiting your school on Wednesday, December 7th at 8:00 am [more info / register](#)
- College Application Workshop will be visiting your school on Wednesday, December 7th at 12:00 am [more info / register](#)
- Univ of South Alabama will be visiting your school on Tuesday, December 6th at 9:15 am [more info / register](#)

Homepage

**Welcome to Clear Brook High School**

**Class Sizes (as of 7/7/16)**

Class of 2017: 542  
Class of 2018: 584  
Class of 2019: 577

**CBHS School Code: 442624**

**2016-17 SAT AND ACT TEST DATES:**

SAT: Oct. 1, Nov. 5, Dec. 3, Jan. 21, March 11, May 6, June 3  
ACT: Sept. 10, Oct. 22, Dec. 10, Feb. 11, April 8, June 10

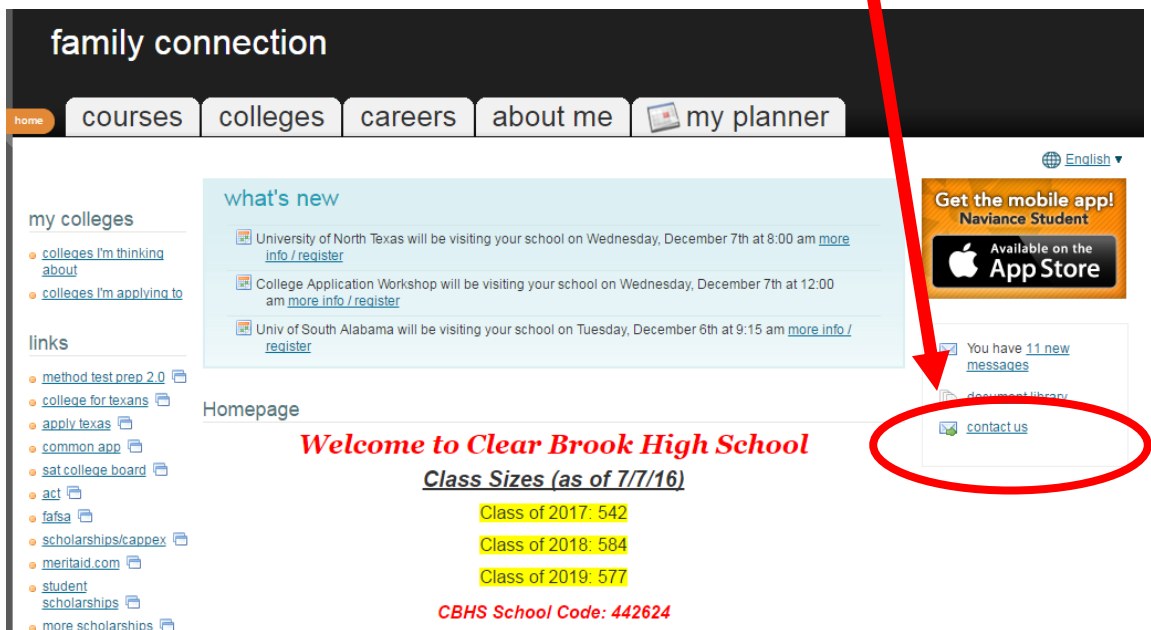
Get the mobile app! Naviance Student Available on the App Store

You have 11 new messages

document library

contact us

2. To request a **Mid-Year Report** for a Common Application School or for a university that requires a mid-year report, click on the **contact us** link on the right-hand side of the screen.



family connection

home courses colleges careers about me my planner

English

my colleges

- colleges I'm thinking about
- colleges I'm applying to

links

- method test prep 2.0
- college for texans
- apply texas
- common app
- sat college board
- act
- fafsa
- scholarships/cappex
- meritaid.com
- student scholarships
- more scholarships

what's new

- University of North Texas will be visiting your school on Wednesday, December 7th at 8:00 am [more info / register](#)
- College Application Workshop will be visiting your school on Wednesday, December 7th at 12:00 am [more info / register](#)
- Univ of South Alabama will be visiting your school on Tuesday, December 6th at 9:15 am [more info / register](#)

Homepage

**Welcome to Clear Brook High School**

**Class Sizes (as of 7/7/16)**

Class of 2017: 542  
Class of 2018: 584  
Class of 2019: 577

**CBHS School Code: 442624**

Get the mobile app! Naviance Student Available on the App Store

You have 11 new messages

document library

contact us

3. Complete the Contact Your Counselor Information:

**Subject:** Please type Mid-Year Report Needed

**Message:** Please add a note in the box to indicate you need a Common App Mid-Year Report or a school specific mid-year report for a certain school. *Be sure to list the name of the Common App School, applicable deadlines.*

Once you have finished entering the information, **make sure you click on Send Message.**

The screenshot shows a web interface for contacting a counselor. At the top, there is a navigation bar with buttons for 'home', 'courses', 'colleges', 'careers', 'about me', and 'my planner'. The main heading is 'Contact Your Counselor'. On the left, there are sections for 'my colleges' (with links like 'colleges I'm thinking about' and 'colleges I'm applying to') and 'links' (with various educational resources). The form fields are: 'From' (with a red error message: 'No email address available. Please enter your contact information in your message below if you require a response.'), 'To' (Dava West), 'Subject' (a text input field), and 'Message' (a large text area). At the bottom, there are 'Cancel' and 'Send Message' buttons. Red circles and arrows highlight the 'Subject' and 'Message' fields, and the 'Send Message' button.

**Please note: You will need to submit a separate request for each college/scholarship for which you need a letter of recommendation.**