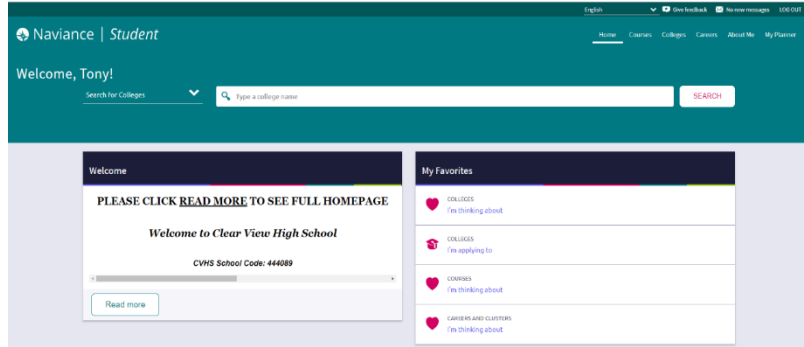




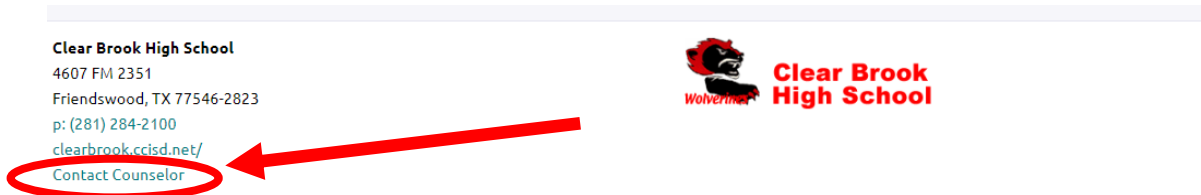
How to Request a Mid-Year Report

1. Log on to student.naviance.com/clearbrookhs

- ❖ Username: student ID
- ❖ Password: 8-digit cafeteria pin#



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 Counselor** link in the far bottom left-hand side of the screen.



3. Complete the 'Contact 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 and applicable deadlines.

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

Contact Counselor

From: williewolverine@someemail.com

To: Ms. Counselor

Subject: Mid-Year Report Needed

Message: I need a Common App Mid-Year report sent to Harvard, Yale, and Stanford. Thank you!