

MID-YEAR REPORTS AND TRANSCRIPTS

Mid-Year reports

You need to initiate the mid-year application process by telling Mrs. Comeau which colleges you would like to send your mid-year report. This is done right after first semester grades are reported in an appointment.

Transcripts

1. Order your transcripts from the main office—give 3 days' notice.
2. Pick up your transcripts from the main office.
3. Make an appointment on the door of Mrs. Comeau' s office to have the transcripts signed and sealed.

PLEASE NOTE:

- *Because all application pieces will leave the counseling office before winter break, **ALL APPLICATION PIECES WILL BE DUE BY NOVEMBER 16TH, 2012!***
- Once you are accepted most colleges and universities retain the ability to refuse you and will require your final transcript for entrance to their institution. Give the main office a self-addressed, stamped envelope for this before you leave ICS.