

Instructions for Mid-Year Reports

During the week of January 25th:

- Complete the purple Transcript Request Form, which is available in the counseling office. Under transcript type needed, please check “Mid-year”. Indicate the number of transcripts needed, marking “Official to counselor”.
- Order your transcripts at the student store. **YOU MUST PAY FOR THE TRANSCRIPTS WHEN YOU ORDER.** Bring the transcript form stamped paid to the counseling office.
- Print the PVHS mid-year report at www.pvhigh.com. Click on counseling>letters of recommendation>mid-year report form.
- Complete one PVHS midyear report form. Complete only the student portion of the form. The form needs to be signed by both student and parent.
- Address and stamp a business size envelope for each college requiring a mid-year report. Use 2 stamps on each envelope. **THE RETURN ADDRESS ON EACH ENVELOPE NEEDS TO BE:**
 - Palos Verdes High School
 - 600 Cloyden Road
 - Palos Verdes Estates, CA. 90274
- Bring the completed midyear report and envelopes to your counselor any time after January 25th.
- Completed midyear reports will be mailed once semester grades are available during the week of February 8th.

Any questions??? Please see your counselor!