

November 2011

Dear Seniors,

It is normal protocol for the College Guidance Department to send Mid-Year grades (end of January) to support your college applications. Some colleges will also want to see first-quarter grades as well. First-quarter grades will be available in mid-November. If you would like us to mail a copy of your first-quarter grades to your colleges, please complete this form and return to me **no later than Friday, November 18, 2011**. We will do our best to have all first-quarter grades mailed by Wednesday, November 23, 2011.

Name (please print): _____

I wish to have my first-quarter grades mailed to the following admission offices (please include their mailing address – attached additional sheets as necessary):

1) _____

4) _____

2) _____

5) _____

3) _____

6) _____

Student Signature & Date: _____

Parent Signature & Date: _____