



# Susquehanna University

514 University Avenue  
Selinsgrove, Pennsylvania 17870-1040

## SECONDARY SCHOOL REPORT AND TRANSCRIPT REQUEST FORM

**TO THE APPLICANT:** After filling in the information below, give this form to your college counselor.

Social Security No.: \_\_\_\_\_  
(Optional)

Student name: \_\_\_\_\_  
Last/Family First Middle (complete) Jr., etc.

Address: \_\_\_\_\_  
Number and Street City or Town State Country Zip Code + 4 or Postal Code

Current year courses – please indicate title, level (AP, IV, advanced, honors, etc.) and credit value of all courses you are taking this year.

First Semester/Trimester:

Second Semester/Trimester:

Third Trimester:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**TO THE SECONDARY SCHOOL COLLEGE COUNSELOR:** Attach applicant's official transcript, including courses in progress, a school profile, and transcript legend. (Please check transcript copies for readability.) After filling in the blanks below, use both sides of this form to describe the applicant. Please provide all available information for this candidate:

H.S. graduation date: \_\_\_\_\_

**Class rank:** \_\_\_\_\_ in a class of \_\_\_\_\_, covering a period from \_\_\_\_\_ to \_\_\_\_\_.  
month/year month/year

The rank is ☐ *weighted* ☐ *unweighted* How many students share this rank? \_\_\_\_\_

If a precise rank is not available, please indicate rank to the nearest tenth from the top. \_\_\_\_\_

**Cumulative GPA:** \_\_\_\_\_ on a \_\_\_\_\_ scale, covering a period from \_\_\_\_\_ to \_\_\_\_\_.  
month/year month/year

This GPA is ☐ *weighted* ☐ *unweighted* Percentage of graduating class attending: four-year: \_\_\_\_\_ two-year: \_\_\_\_\_ institutions.

In comparison to other college preparatory students *at our school*, the applicant's course selection is:

☐ most demanding ☐ very demanding ☐ demanding ☐ average ☐ less than demanding.

Are courses taken on a block schedule? ☐ Yes ☐ No If yes, in what year did block scheduling begin? \_\_\_\_\_

Counselor's name (please print or type): \_\_\_\_\_  
Signature

Position: \_\_\_\_\_ School: \_\_\_\_\_

School address: \_\_\_\_\_

Counselor's phone: (\_\_\_\_\_) \_\_\_\_\_ Counselor's FAX: (\_\_\_\_\_) \_\_\_\_\_  
Area Code Number Ext. Area Code Number

High School CEEB/ACT Code: \_\_\_\_\_ Counselor's e-mail: \_\_\_\_\_

Please feel free to write whatever you think is important about this student, including a description of academic and personal characteristics. We are particularly interested in the candidate's intellectual promise, motivation, relative maturity, integrity, independence, originality, initiative, leadership potential, capacity for growth, special talents, and enthusiasm. We welcome information that will help us to differentiate this student from others.

How long have you known the applicant, and in what context? \_\_\_\_\_

What are the first words that come to your mind to describe the applicant? \_\_\_\_\_

Do you know of any health factors (physical or emotional) of which Susquehanna should be aware if this student matriculates?

No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, please explain below or on a separate sheet.

**RATINGS (optional):**

Compared to other students in his or her entire secondary school class, how do you rate this student in terms of:

No basis		Below Average	Average	Good (above average)	Very Good (well above average)	Excellent (top 10%)	One of the top few encountered in my career
	Academic Achievement						
	Extracurricular Accomplishments						
	Personal Qualities and Character						
	Creativity						

I recommend this student to Susquehanna:    ☐ With reservation    ☐ Fairly strongly    ☐ Strongly    ☐ Enthusiastically

**CONFIDENTIALITY:**

We value your comments highly and ask that you complete this form in the knowledge that it may be retained in the student's file should the applicant matriculate at Susquehanna University. In accordance with the Family Educational Rights and Privacy Act of 1974, matriculating students do have access to their permanent files which may include forms such as this one. Colleges do not provide access to admissions records to applicants, those students who are denied admission, or those students who decline an offer of admission. Again, your comments are important to us and we thank you for your cooperation. Susquehanna University is committed to administer all educational policies and activities without discrimination on the basis of race, color, religion, national or ethnic origin, age, handicap, or sex. The admissions process at private undergraduate institutions is exempt from the federal regulation implementing Title IX of the Education Amendments of 1972.