

Student Transcript Request

Applicants:

Please complete the top portion of this form and give it to your high school/secondary school guidance counselor.

Last Name	First Name (Legal)	Middle Name	
Other last name(s) under which your transcript(s) might be submitted			
Telephone Number (Including Area Code)	Social Security Number		
Address (Number and Street)	City	State	Zip/Postal Code
High School Name	Location	Year of Graduation	
Area of Academic Interest at Gannon University			

Transcript Release Authorization

Signature	Date
-----------	------

Guidance Counselors:

Our review process is very personal and we work to give applicants every possible opportunity. Therefore, we appreciate your cooperation in providing the following information.

Along with this form,

1. Please submit a copy of the high school transcript, including senior year courses, for the above-named student to:
Office of Admissions • Gannon University • 109 University Square • Erie, Pennsylvania 16541-0001

2. _____
 Weighted GPA Unweighted GPA

3. _____
 Overall Rank in Class/Total Number in Class We do not rank

**Note: SAT/ACT scores must also appear on student's transcripts or be sent directly to Gannon in order for the University to consider scores official and to complete a student's application.*

4. SAT Scores:* _____
 Verbal /Critical Reading Math Writing

5. ACT Scores:* _____
 Verbal Math Reading Sci. Reasoning Composite

6. Do you weight your honors and/or AP course grades to:
 Calculate grade point average and rank Calculate rank only No course weighting is used

7. Please list all appropriate grading information in the format below. Your assistance is needed to evaluate each student fairly.

	Grading Scale	Honors-level quality points	AP-Level quality points
A (4 quality points) =	_____	_____	_____
B (3 quality points) =	_____	_____	_____
C (2 quality points) =	_____	_____	_____
D (1 quality point) =	_____	_____	_____
F (0 quality points) =	_____	_____	_____

8. Indicate your specific recommendation of this student to the Admissions Committee at Gannon University:
 recommended for the Honors Program recommended with reservation
 recommended highly not recommended
 recommended no basis for judgment

9. Please send a copy of your current High School Profile including a grading scale.

Please complete the reverse side.

