



# HIGH SCHOOL TRANSCRIPT REQUEST

Grace College Admissions Office · 200 Seminary Drive · Winona Lake, IN 46590  
Telephone: 574-372-5100 · Toll-Free: 1-866-974-7223 · Fax: 574-372-5120  
E-mail: [enroll@grace.edu](mailto:enroll@grace.edu) · On the Web: [www.grace.edu](http://www.grace.edu)

applicant completes this section please print

I, \_\_\_\_\_, \_\_\_\_\_, hereby authorize the release of my academic and personal records by \_\_\_\_\_ for use as requested by Grace College.

Signature \_\_\_\_\_ Date \_\_\_\_\_

high school counselor or principal completes this section please print

Your assistance in the completion of this student's application file will allow us to serve his/her request for admission in a responsible and prompt manner. The student's application will not be evaluated until we have received this reference. We thank you in advance for taking the time to complete this form (this information is treated confidentially and is employed in evaluating the applicant).

The OFFICIAL TRANSCRIPTS you send us will be most helpful if it includes the following information:

- Applicant's full name
• Courses by year (including grades received)
• Courses currently in progress (if applicant is enrolled)
• Standardized test results
• Name and address of your school
• Signature of school official and date of signature

student rank and evaluation

The student ranks (1 as top) \_\_\_\_\_ in a class of (total enrollment) \_\_\_\_\_ at the end of (number) \_\_\_\_\_ semesters on a (check one) m weighted m non-weighted ranking system. His/her current grade point average is \_\_\_\_\_ based on a 4-point scale.

This student (check one) [ ] was graduated (date)\_\_\_\_\_ [ ] will be graduated (date)\_\_\_\_\_ [ ] withdrew (date)\_\_\_\_\_

Our school is (check one) [ ] state accredited [ ] regional association accredited [ ] non-accredited

Our school is a (check one) [ ] public high school [ ] private high school [ ] Christian high school

Table with 6 columns: Trait, Excellent, Good, Average, Below Average, No Evaluation. Rows include Intellectual curiosity, Creative talent, Motivation to study, Self-discipline, Emotional maturity, Leadership ability, Character, Energy level.

What special strengths or qualities do you feel this student possesses?

Please list any areas where the applicant might need special attention:

Printed Name \_\_\_\_\_ Title/Position \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

[ ] Check here if you prefer to discuss any of the above by telephone.

Please mail this completed form and the student's official high school transcripts directly to: Grace College Admissions Office · 200 Seminary Drive · Winona Lake, IN 46590