

# High School Transcript Request

## To Be Completed by Applicant and Submitted to High School Guidance Office

Dear School Official,

I, \_\_\_\_\_  
APPLICANT: PRINT FULL NAME SOCIAL SECURITY NUMBER

hereby authorize release of my academic and personal records by my high school,

\_\_\_\_\_, for use as requested by Trinity  
NAME OF HIGH SCHOOL

International University, Deerfield, Illinois.

Sincerely,

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
PHONE

## High School Counselor or School Official, please send:

- 1) Official High School Transcripts with grading scale/system
- 2) Courses now in progress
- 3) Standardized Test Results
- 4) Name and address of your school

Send this form with requested information to:  
Trinity International University  
**Undergraduate Admissions Office**  
2065 Half Day Road • Deerfield, IL 60015

## To Be Completed by High School Official

The student ranks \_\_\_\_\_ in a class of \_\_\_\_\_ at the end of \_\_\_\_\_ semesters.  
(1 AS TOP) (TOTAL ENROLLMENT) (NO.)

The student GRADUATED WILL GRADUATE WITHDREW Month \_\_\_\_\_ Year \_\_\_\_\_

The student's **unweighted** grade point average is \_\_\_\_\_ (PLEASE REPORT UNWEIGHTED G.P.A. A=4, B=3, C=2, D=1)

Our high school phone number is \_\_\_\_\_

Signature of school official \_\_\_\_\_

Name of school official (please print clearly) \_\_\_\_\_

Title of position \_\_\_\_\_ Date \_\_\_\_\_

**Note:** Transcript must be sent directly from the school with seal and signature to our school in a sealed envelope or it will not be considered official.