



SECONDARY SCHOOL REPORT & TRANSCRIPT REQUEST FORM

Toll Free: 1.800.597.2687

Local: 865.981.8092

Maryville, Tennessee 37804-5907

maryvillecollege.edu

Applicants: Complete sections I, II, and III. Then, take this form to your college advisor who will complete it and mail it along with your transcript of courses to Maryville College. Please print or type. Return this completed form to Maryville College, Office of Admissions, 502 E. Lamar Alexander Parkway, Maryville, TN 37804-5907

I. STUDENT INFORMATION

Name _____
Last First Middle/Maiden Preferred
Address _____
Street City State Zip Code
Email _____ Alternate Phone () _____

I have applied to Maryville College and request a copy of my transcript and test scores be sent to the Office of Admissions:

Signature of Applicant _____ Date _____

II. SCHOOL INFORMATION

School Name _____ ACT/CEEB code number _____
Address _____
Street City State Zip Code
Email _____ Phone () _____

III. CURRENT COURSES

If you are currently enrolled in either high school or college, please list all courses now in progress and those you plan to take before entering Maryville College.

First semester courses

Second semester courses

IV. ACADEMIC RECORD

To be completed by your college advisor.

Applicant's rank in class _____ based on _____ semesters

High School grade point average _____ on a _____ scale based on _____ semesters

V. COLLEGE ADVISOR EVALUATION

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

Please feel free to write whatever you think is important about this student, including a description of academic and personal characteristics. We welcome information that will help us to differentiate this student from others.

Your Name _____ Title _____

Phone () _____ Fax () _____

Signature _____ Date _____

PLEASE NOTE: A transcript of grades is to be enclosed by the secondary school along with a guide to interpret the grading score and a school profile. Please submit copies of the student's test records including SAT-I, SAT-II and ACT scores.

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. In accordance with the Family Educational Rights and Privacy Act of 1974, matriculating students do have access to their permanent files which may include terms such as this one. Maryville does not provide access to admissions records to applicants, those students who are rejected, or those students who decline an offer of admission. Again, your comments are important to us and we thank you for your cooperation.
