



Secondary School Report and Recommendation (for High School Counselor)

This Secondary School Report and Recommendation form is a required part of your student's application for undergraduate admission. For your convenience, the form is available in multiple formats and may be submitted to Mount Union by choosing one of the options detailed below.

- a. **Electronically** - When your student created an application for admission, he or she had the opportunity to list your name and email address to allow you access to this form via email and to submit directly to Mount Union electronically.
- b. **Electronic Document Delivery** - Mount Union only accepts electronic documents that come from legitimate sending institutions and through the following delivery services: *Naviance*, *Parchment Exchange*, *eScrip-Safe* or *studentclearinghouse.org*. The Office of Admission will only evaluate electronic documents sent through these recognized services. If prompted for a delivery email address, admission@mountunion.edu should be used in order for Mount Union to retrieve the electronic documents and use them as acceptable credentials.
- c. **Mail** - This form may be printed, completed in its entirety, attached to the requested additional documentation and mailed from the high school directly to the University of Mount Union Office of Admission, 1972 Clark Ave, Alliance, OH 44601

Official high school transcript including courses in progress and available grades through the most recently completed term

High school transcripts must be official and submitted using one of the options below.

- a. **Electronic Document Delivery** - Mount Union only accepts electronic documents that come from legitimate sending institutions and through the following delivery services: *Naviance*, *Parchment Exchange*, *eScrip-Safe* or *studentclearinghouse.org*. The Office of Admission will only evaluate electronic documents sent through these recognized services. If prompted for a delivery email address, admission@mountunion.edu should be used in order for Mount Union to retrieve the electronic documents and use them as acceptable credentials.
- b. **Mail** - Official high school transcripts may be mailed from the high school directly to the University of Mount Union Office of Admission, 1972 Clark Ave, Alliance, OH 44601

Proficiency test results (pass/fail) if required in your state

Proficiency results must be included on the official high school transcript.

Indication if a student is enrolled in coursework for college credit

This Secondary School Report form gives you an opportunity to provide information on coursework for college credit. If possible, we would also like to see courses identified on the official high school transcript.

ACT/SAT-I scores including composite and all available sub-scores by date of exam

Standardized test scores may be included on an official high school transcript or may be submitted directly to the University of Mount Union from ACT or College Board at the request of the student.

School profile including explanation of grading system

School profiles are helpful in assessing students' academic potential and may be submitted along with this form, whether electronically or by mail.

Materials submitted in support of an application for admission to the University of Mount Union are used only by those members of the Admissions Committee and university staff charged with the responsibility of admissions decisions. Each person given access to the materials is instructed to maintain strict confidentiality. Mount Union does not provide access to admissions records to applicants who are denied or to those students who decline an offer of admission. In accordance with the Family Education Rights and Privacy Act of 1974, however, matriculating students do have access to their permanent files, which may include forms such as this one. Since we value your comments highly, we ask that you complete the form in the knowledge that it may be retained in the student's file, should the candidate matriculate at the University of Mount Union. Thank you for your cooperation.

Student Information Section

To be completed by student. Please print.

Name of Candidate (*last, first, MI*): _____

Candidate Address (*number and street, city, state, zip code*): _____

School (*official name, city, state*): _____

Guidance Counselor Name: _____

School Official Information Section

Name of School Official (*first, last*): _____

Position / Title: _____

Institution: _____

School address (*number and street, city, state, zip code*): _____

Guidance Office Telephone (*with area code*): _____

Counselor Email: _____

In the interest of the candidate, please provide complete information.

Academic Record

Cumulative GPA: _____

The GPA covers the period from _____ (*Month/Year*) to _____ (*Month/Year*)

The GPA is: _____ weighted _____ not weighted

GPA scale (4.0, 100, etc.): _____

Class Rank: _____ in a class of _____

The Rank covers the period from _____ (*Month/Year*) to _____ (*Month/Year*)

The Rank is: _____ weighted _____ not weighted

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

What percentage of last year's graduating class attended a:

Four-year college: _____ %

Two-year college: _____ %

Please indicate if the student is enrolled in:

- College level coursework taken as a high school student (PSEO, College Credit Plus on site of campus)
- College level coursework taken as a high school student (Dual Credit, College Credit Plus on site of high school)
- AP (Advanced Placement)
- IB (International Baccalaureate)
- Other _____

State Proficiency results:

- Included on Transcript
- Not Required
- Other _____

School Profile

Please include your school profile including an explanation of the grading system. Or, if available online, write the direct link here: _____

Candidate Recommendation

Please indicate your recommendation in the following areas:

I _____ recommend this student for academic promise.

- Enthusiastically
- Strongly
- Somewhat Strongly
- Without Enthusiasm
- Prefer Not to Respond

I _____ recommend this student for character and personal promise.

- Enthusiastically
- Strongly
- Somewhat Strongly
- Without Enthusiasm
- Prefer Not to Respond

I _____ recommend this student for overall consideration.

- Enthusiastically
- Strongly
- Somewhat Strongly
- Without Enthusiasm
- Prefer Not to Respond

Our policies require that this form be signed and dated prior to processing of the application.

Signature: _____

Length of time acquainted with candidate: _____

Please Print Name: _____

Title: _____

Date: _____ Phone: _____

Candidate Appraisal

Please write an appraisal of the candidate by completing this form or attaching a letter, assessing the student's academic and personal qualities and potential as a University of Mount Union student. We are particularly interested in evidence about character, relative maturity, integrity, independence and any special talents or qualities possessed. Avoid listing the student's activities, which are documented on the student's application. We are interested in gaining insight into the strengths and weaknesses of this candidate including experiences which have affected performance in school or are likely to do so in college. Your prior signature above affirms you are the writer of this appraisal.

Candidate Appraisal:
