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high school transcript request form

Preferred Filing Dates (postmark deadlines): Spring Semester – December 1 • Fall Semester - February 15

All Freshman applicants who are currently in high school must complete this form.

Applicants not currently in high school are not required to submit this form, but must request that their high school forward a final official transcript indicating date of graduation.

Applicants must complete Section I, then give this form to their high school guidance counselor. The High School Transcript Request Form must be returned to the Framingham State Office of Undergraduate Admissions with the applicant's official high school transcript, senior year course schedule, rank in class (if calculated), and grade point average.

SECTION I To be completed by Applicant

Date of Birth: _____ / _____ / _____

Legal Name: _____
LAST NAME/SURNAME FIRST MIDDLE NAME

Address: _____
NUMBER AND STREET CITY STATE ZIP CODE

High School: _____ Year of High School Graduation: _____

Please include a copy of the student's official transcript, including the schedule for the entire senior year.

SECTION II To be completed by High School Guidance Counselor

1. Below, check off the *college-preparatory* academic units the applicant will have successfully completed upon graduation:

- 4 years English
- 3 years Mathematics (Algebra I, II, & Geometry)
- 3 years Science (including at least 2 years of laboratory science)
- 2 years Social Science
- 2 years Foreign Language (or voc-tech substitution or chapter 766 substitution)
- 2 years College Preparatory Electives

2. Is your high school on a block scheduling system? Yes No

3. High school/preparatory school rank: _____ out of _____
Is it a weighted rank? Yes No

4. Grade Point Average: _____ on a _____ scale.

5. High school's minimum passing grade (if applicable): _____

Please enclose your most recent high school profile if it is available. Thank you for your assistance.

Signature of Guidance Counselor/School Official _____ Date _____

Telephone Number/Extension _____ E-mail _____