Secondary School Report Form

Instructions: Students should complete Section I and submit the form to their school counselor. Counselors should complete Section II and forward this form, along with the students high school transcript to the College of Mount St. Joseph.

Section I (to be completed by the student)

Date: ____________________ Name: ____________________ (Last, First, Middle)

Address: ____________________________________________________________ (City, State, Zip)

Telephone: Home (_____) ____________________ Cell: (_____) ____________________

Date of Birth: ____________________ Email Address: ____________________

Section II (to be completed by the High School Counselor)

High School: ____________________________________________________________ High School CEEB: ____________________

Counselor’s Name: ________________________________________________________________________________

Telephone: (_____) ____________________ Fax: (_____) ____________________

Email Address: ____________________________________________________________

Percent of class attending: Four-Year ______ Two-Year _____ institutions.

Provide Cumulative GPA on a 4.0 Scale: _______  □ Weighted  □ Unweighted

Student rank _______ in a class of _______  □ Not available

This student’s course selection is:  ○ Most Demanding  ○ Demanding  ○ Average  ○ Below Average

Senior-Year Courses (or attach schedule)

First Term:
Course  Grade
_______________________________________  __________  __________________________
_______________________________________  __________  __________________________
_______________________________________  __________  __________________________
_______________________________________  __________  __________________________
_______________________________________  __________  __________________________

Second Term:
Course  Grade
_______________________________________  __________  __________________________
_______________________________________  __________  __________________________
_______________________________________  __________  __________________________
_______________________________________  __________  __________________________
_______________________________________  __________  __________________________

Additional Comments:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

The College of Mount St. Joseph (“the College”) is committed to providing an educational and employment environment free from discrimination or harassment on the basis of race, color, national origin, religion, sex, age, disability, or other minority or protected status. This commitment extends to the College’s administration of its admission, financial aid, employment, and academic policies, as well as the College’s athletic programs and other college-administered programs, services, and activities.

The College has designated the chief compliance and risk officer, (513) 244-4393, Office of the President, as the individual responsible for responding to inquiries, addressing complaints, and coordinating compliance with its responsibilities under Title IX of the Education Amendments of 1972 and other applicable federal and state civil rights laws. The College has designated the director of academic support, (513) 244-4524, the Learning Center, as the individual responsible for responding to inquiries, addressing complaints, and coordinating compliance with its responsibilities under Section 504 of the Rehabilitation Act of 1973.