



**TO THE STUDENT**

Southwestern University requires a final high school transcript from all enrolled students, to prove their graduation from high school. After completing the section below, please relay this form to your secondary/high school counselor or college advisor to accompany the submission of your official final high school transcript.

**Please note:** Official documents from other institutions or agencies—college/university transcripts reporting concurrent enrollment or dual credit coursework, or Advanced Placement/International Baccalaureate exam results—should be submitted to Southwestern University no later than August 1.

\_\_\_\_\_  
APPLICANT'S LAST NAME FIRST MIDDLE

\_\_\_\_\_  
PERMANENT HOME ADDRESS: STREET & NUMBER CITY STATE/PROVINCE ZIP/POSTAL COUNTRY

**Privacy Notice:** The materials submitted in this report are subject to the provisions of the Family Educational Rights and Privacy Act (FERPA). I authorize the release of all requested records and authorize review of this document for admission-related purposes.

\_\_\_\_\_  
STUDENT'S SIGNATURE DATE

**TO THE SECONDARY SCHOOL COUNSELOR**

Please complete the section below and submit this form when final grades and graduation date are posted on the transcript. Feel free to provide any additional comments about the applicant on a separate sheet or letterhead, if necessary.

Will you be attaching additional comments/remarks about this candidate?  Yes  No

\_\_\_\_\_  
COUNSELOR'S LAST NAME FIRST MIDDLE

\_\_\_\_\_  
TITLE/POSITION SCHOOL

\_\_\_\_\_  
INSTITUTION: STREET & NUMBER CITY STATE/PROVINCE ZIP/POSTAL COUNTRY

\_\_\_\_\_  
OFFICE PHONE OFFICE FAX

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
COUNSELOR'S SIGNATURE DATE

**When completed, please return to:** Office of Admission, Southwestern University, P.O. Box 770, Georgetown, TX 78627-0770