

Secondary School Report

INSTRUCTIONS: Counselors, please verify that the **For the Student** section is complete (if it is not, ask the student to provide the missing information), fill out the **For the Counselor** section and forward this form, along with other supporting/attached documents, to either individual or multiple schools to which this student is applying.

FOR THE STUDENT

Student Name _____

Address _____ Apt. _____ Date of Birth (mm/dd/yyyy) ____/____/____

City _____ State/Province _____ ZIP/Postal Code _____

Country _____ Phone _____

Email _____

I am applying for: Early Decision Early Action Regular Decision

Other _____

Important Privacy Note: By signing this form, I authorize all schools I have attended to release all requested records covered under the Federal Educational Rights and Privacy Act (FERPA) so that my application may be reviewed by the institution(s) to which I am applying. I further authorize the admission officers reviewing my application, including seasonal staff employed for the sole purpose of evaluating applications, to contact officials at my current and former schools should they have questions about the school forms submitted on my behalf.

I waive my right to review or access letters and statements of recommendation on my behalf. Yes No

Required Signature _____ Date _____

FOR THE COUNSELOR

High School _____ High School CEEB _____

Address _____ Suite/Apt. _____

City _____ State/Province _____ ZIP/Postal Code _____

Phone _____ Fax _____

Counselor Name _____

Title _____

Email _____

Percentage of class attending: Four-Year _____ Two-Year _____ institutions.

Grading Scale 4.0 100 Other Passing Grade _____ Student's GPA _____ Weighted Unweighted

GPA includes (check all that apply): 9th Grade 10th Grade 11th Grade 12th Grade

Student rank _____ in a class of _____ as of: 9th Grade 10th Grade 11th Grade 12th Grade We do not rank

This student's course selection is: Most Demanding Very Demanding Demanding Average Below Average

Type and number of courses offered at your school: AP _____ IB _____ Honors _____

Maximum number a student may take in a given year, if limited: AP _____ IB _____ Honors _____

Applicant is an IB Diploma candidate: Yes No Classes are taken on a block schedule: Yes No

Please list the applicant's senior-year courses indicating term/marketing period (include course level – AP, honors, IB, etc.).

COUNSELOR SECTION (CONTINUED)

Please rate your student compared to other students in his or her class.

	Top 10%	Above Average	Average	Below Average
Academic Achievements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Extracurricular Accomplishments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Personal Qualities and Character	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please expand on your student's abilities, accomplishments and character in the space below – attach additional pages if needed.

OR simply attach a letter of recommendation you have already written, if you believe it adequately addresses this request.

Please answer the following questions.

Has the applicant been found responsible for a disciplinary violation at your school from 9th grade forward whether academic or behavioral, which resulted in the applicant's probation, suspension, removal, dismissal or expulsion from your school? Yes No

To your knowledge, has the applicant ever been convicted of a misdemeanor, felony or other crime? Yes No

If you answered yes to either or both questions, please explain the circumstances on the following page.

I recommend this student: Very Highly Highly Moderately With Reservations

Counselor Name _____ Date _____

Explanation of the applicant's probation, suspension, removal, dismissal or expulsion from your school, if applicable:

[Empty rectangular box for explanation of school disciplinary actions]

Explanation of the applicant's conviction of a misdemeanor, felony or other crime, if applicable:

[Empty rectangular box for explanation of criminal convictions]