

**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 \_\_\_\_\_ 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 \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ ZIP/Postal Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Counselor's 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/markings period (include course level – AP, honors, IB, etc.).

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
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| _____ | _____ | _____ |
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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

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

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