

TO THE APPLICANT

After filling in the information below, give this form to your guidance counselor.

Birth date _____ Month/Day/Year Gender _____ Social Security Number _____ (Optional)

Student Name _____ Last/Family _____ First _____ Middle (complete) _____ Jr., etc.

Address _____ Number and Street _____ City or Town _____ State _____ Country _____ Zip Code or Postal Code

Current year courses—please indicate title, level (AP, IB, advanced honors, etc.) and credit value of all courses you are taking this year.

<i>First Semester/Trimester</i>	<i>Second Semester/Trimester</i>	<i>Third Trimester</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

IMPORTANT PRIVACY NOTICE:

Under the terms of the Family Education Rights and Privacy Act (FERPA) you may have access to your recommendation after you matriculate. Please indicate your preference:
 Yes, I *do* waive my right to access, and I understand I will never see this recommendation.
 No, I *do not* waive my right to access and may someday choose to review this recommendation.

Signature _____ Date _____

TO THE SECONDARY SCHOOL GUIDANCE COUNSELOR

Attach applicant's official transcript, including courses in progress, a school profile and transcript legend. (Please check transcript copy for readability.) After filling in the blanks below, use both sides of this form to describe the applicant. Please provide all available information for the candidate.

Class rank _____ in a class of _____, covering a period from _____ Month/Year to _____ Month/Year High school graduation date _____

The rank is weighted unweighted. How many students share this rank? _____

If a precise rank is not available, please indicate rank to the nearest tenth from the top _____

Cumulative GPA _____ on a _____ scale, covering a period from _____ Month/Year to _____ Month/Year

The GPA is weighted unweighted. The school's passing mark is _____

Percentage of graduating class attending: _____ four-year _____ two-year institutions

Are classes taken on a block schedule?
 Yes No

If yes, in what year did block scheduling begin? _____

In comparison with other college preparatory students at our school, the applicant's course selection is
 most demanding very demanding demanding average less than demanding

Name (please print or type) _____

Signature _____ Date _____

Position _____ School _____

Counselor's Address _____ Counselor's E-mail _____

Counselor's Phone _____ / _____ Ext. _____ Counselor's Fax _____ / _____ Number _____

High School CEEB/ACT Code _____

It is our intent to learn as much as possible about the applicant through the application for admission, academic transcripts and recommendation forms. Any insight you can provide concerning this individual's potential for success in a college program will help the members of the Admission Committee in their evaluation.

How would you evaluate the applicant in the following categories?

	NO BASIS	BELOW AVERAGE	AVERAGE	ABOVE AVERAGE	EXCELLENT
Academic Achievement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extracurricular Accomplishments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Qualities & Character	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity & Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How long have you known this student and in what context? _____

What are the first words that come to your mind to describe this student? _____

Comments:

1. Has the applicant ever been found responsible for a disciplinary violation at your school, whether related to academic misconduct or behavioral misconduct, that resulted in the applicant's probation, suspension, removal, dismissal, or expulsion from your institution? Yes No

2. 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 attach a separate sheet of paper or use your written recommendation to give the approximate date of each incident and explain the circumstances.

Check here if you would prefer to discuss this over the phone with the Admission Office.

I recommend this student: with reservation fairly strongly strongly enthusiastically

Please attach the following:

- 1) the applicant's official high school transcript,
- 2) the applicant's senior course schedule,
- 3) any available current grades, and
- 4) a key to your high school grading scale or profile.

Signature _____ Date _____