



Secondary School Report Form

Instructions: Students should complete Section I and submit the form to their school counselor. Counselors should complete Sections II and III and forward the report form along with the respective admission application to each school to which the student is applying.

SECTION I *(to be completed by student) *Optional*

Student Name _____

Address _____
Street City State Zip

Date of Birth* _____ SSN* _____

Email _____ Phone _____

I am applying for: Early Decision Early Action Regular Decision Other _____

I recognize the confidential nature of this document and I do don't waive my right to access.

Student's Signature _____ Date _____

SENIOR YEAR COURSES *(if not included on transcript):*

First Term:

Course	Grade
_____	_____
_____	_____
_____	_____
_____	_____

Second term:

Course	Grade
_____	_____
_____	_____
_____	_____
_____	_____

SECTION II *(to be completed by school counselor—include information only if not included in other student documents)*

High School _____ High School CEEB _____

Address _____
Street City State Zip

Phone _____ Fax _____

Counselor's Name _____ Title _____

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

Grading scale: 4.0 100 other _____ Passing Grade is _____

Student's GPA: Weighted Unweighted

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

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

Is the student's course selection: Most Demanding Demanding Average Below Average

SECTION III *(to be completed by school counselor)*

Please comment on the following items, which reference the student's ability and character. Attach additional pages if more space is needed. A recommendation letter may replace Section III.

Academic Ability:

Personal Character:

Is the academic record of this student accurate indication of the student's ability? Yes No

If, not please describe the circumstances.

Counselor Statement:

Thank You.

Counselor's Signature _____

Date _____