



**Secondary School Report**

**3a**

Check application plan:  Early Decision I  Regular Decision  
 Early Decision II

Please complete and return this form as soon as possible.

**TO THE APPLICANT:** Please complete the top portion of this form, then give it to your college adviser or head of school.

Applicant's Name: \_\_\_\_\_  
Last First Middle

Birthdate (mm/dd/yy) \_\_\_\_\_ Social Security No. \_\_\_\_\_

Applicant's Address: \_\_\_\_\_  
Street Address City State Zip

School: \_\_\_\_\_ Phone \_\_\_\_\_ CEEB \_\_\_\_\_  
Official Name

\_\_\_\_\_  
Street Address City State Zip

I understand that the Family Educational Rights and Privacy Act (FERPA) provides me with the right to access my recommendations after enrollment. The two exceptions to this rule are if I waive my right to access below or if the institution does not save my recommendations post-matriculation.

- I waive my right to review all recommendations and supporting documents submitted by me or on my behalf.
- I DO NOT waive my right to review all recommendations and supporting documents submitted by me or on my behalf.

**TO THE COLLEGE ADVISER OR HEAD OF SCHOOL:**

*Please include an official copy of the student's transcript and a copy of your school profile. In order to guarantee confidentiality, we will destroy all recommendations before parents or students have an opportunity to see them. Please complete all sections of this form and mail it by the appropriate deadline stated above.*

Please Print Name \_\_\_\_\_ Position \_\_\_\_\_

Date \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

To your knowledge, has this student ever been placed on probation, suspended, or dismissed from school, or found guilty of an honor code violation?  Yes  No

**Class Rank**

School does not rank.

This candidate most recently ranks \_\_\_\_\_ in a class of \_\_\_\_\_ students.

This rank is  Weighted  Unweighted How many students share this rank? \_\_\_\_\_

If precise rank is not available, please estimate class standing.  Top 1-3%  Top 5%  Top 10%  Top 20%  
 Top 30%  Top 50%  Lower 50%

Cumulative GPA: \_\_\_\_\_  Weighted  Unweighted

Percent of graduating class attending four-year institutions is \_\_\_\_\_. Date of High School Grad. \_\_\_\_\_

**Rigor of Curriculum**

Are classes taken on a block schedule?  Yes  No If yes, in what year did block scheduling begin? \_\_\_\_\_

Circle the caliber of this student’s academic program given the course offerings in your curriculum.

Most rigorous in all areas      Most rigorous in many areas      Most rigorous in some areas      Demanding      Average

**Summary and Recommendation** (Photocopied reports are acceptable.)

- Please write a summary appraisal of the candidate, assessing intellectual ability, character, maturity, integrity, independence, values, and any special talent or quality the student possesses. We are interested in specific events and unusual circumstances that will give us added insight into the strengths and weaknesses of the candidate. (Use a separate sheet of paper.)
- Do you think that this candidate’s grades are a valid reflection of his or her academic abilities?
- Compared to other college-bound students you have advised, how do you rate this student in terms of:

No Basis      Below Average      Average      Good (Above Average)      Very Good (Well Above Average)      Excellent (Top 10%)      Outstanding (Top 5%)      One of the top few met in my career

	No Basis	Below Average	Average	Good (Above Average)	Very Good (Well Above Average)	Excellent (Top 10%)	Outstanding (Top 5%)	One of the top few met in my career
Academic achievement								
Intellectual ability								
Intellectual curiosity								
Disciplined work habits								
Written expression of ideas								
Oral expression								
Creative, original thought								
Leadership								
Independence, initiative								
Self-confidence								
Motivation								
Reaction to setbacks								
Emotional maturity								
Concern for others								
Character and integrity								
Respect accorded by faculty								
Respect accorded by peers								
Potential for growth								

I recommend this student:  With reservation     Fairly Strongly     Strongly     Most enthusiastically

Signed \_\_\_\_\_ Length of time acquainted with candidate \_\_\_\_\_