

## Student section

After completing this section, send this form to your secondary/high school counselor or another school official. If applying via mail, please also provide your school official stamped envelopes addressed to each college.

### Student details

Legal name  First/given  Middle  Last/family/sur (Enter name exactly as it appears on official documents.)  Suffix

Date of birth  mm/dd/yyyy Email  CAID (Common App ID)

Address

Number and street  Apartment number  City/town

County  State/province  Country  ZIP/postal code

Current or most recent secondary/high school  CEEB code

### FERPA authorization

By signing this form, I authorize every school that I have attended to release all requested records and recommendations to colleges to which I am applying for admission. I also authorize employees at these colleges to confidentially contact my current and former schools should they have questions about the information submitted on my behalf.

- ☐ 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.

I have chosen not to waive my right to review my recommendations and supporting documents. I understand that my decision may lead my counselors or teachers to decline to write recommendations on my behalf. I also understand that my decision may lead colleges to disregard any recommendations submitted on my behalf.

I understand that my waiver or no waiver selection pertains to all colleges to which I apply and that my selections cannot be changed after any recommendation or application submission.

Signature  Date  mm/dd/yyyy

## Counselor section

The school report shares information about your student’s academic history. Please attach the student’s current or most recent official transcript, including courses in progress and a transcript legend. Additionally, counselors have the option to attach a [school profile](#).

### Counselor details

Name  Prefix  First/given  Middle initial  Last/family/sur  Suffix

Title  Phone  Include country code, number, and extension (if applicable) Fax  Include country code, number, and extension (if applicable)

Email  Profile URL

### School details

School name  CEEB code  Website

Address

Number and street  City/town

County  State/province  Country  ZIP/postal code

School profile

Approximately when are mid-year grades typically available? \_\_\_\_\_ Graduating class size \_\_\_\_\_  
mm/dd/yyyy

Percentage of graduating class who:

\_\_\_\_\_ will be attending 2-year college

\_\_\_\_\_ are Black or African American

\_\_\_\_\_ are non-US citizens

\_\_\_\_\_ will be attending 4-year college

\_\_\_\_\_ Native Hawaiian or other Pacific Islander

\_\_\_\_\_ receive free or reduced lunch

\_\_\_\_\_ are Hispanic or Latino/a/x

\_\_\_\_\_ are White

\_\_\_\_\_ receive financial aid

\_\_\_\_\_ are American Indian or Alaska Native

\_\_\_\_\_ are first-generation college

\_\_\_\_\_ are Asian

\_\_\_\_\_ are US citizens

School setting ☐ Rural ☐ Suburban ☐ Urban

How many courses does your school offer: \_\_\_\_\_ AP \_\_\_\_\_ IB \_\_\_\_\_ Honors \_\_\_\_\_ Cambridge

If school policy limits the number a student may take in a given year, please list the maximum allowed:

\_\_\_\_\_ AP \_\_\_\_\_ IB \_\_\_\_\_ Honors \_\_\_\_\_ Cambridge

Are classes taken on a block schedule? ☐ Yes ☐ No Graduation date \_\_\_\_\_  
mm/dd/yyyy

Is your school located outside of the United States?  
*If you answer yes, please complete the [international supplement](#).*

☐ Yes ☐ No

If your school requires students to perform volunteer service, please describe what is required.

\_\_\_\_\_

Class rank

How do you report class rank? ☐ Exact ☐ Decile ☐ Quintile ☐ Quartile ☐ None Student's class rank \_\_\_\_\_

How many additional students share this rank? \_\_\_\_\_ Rank weighting ☐ Weighted ☐ Unweighted

From (start date) \_\_\_\_\_ Ending (final date) \_\_\_\_\_  
mm/dd/yyyy mm/dd/yyyy

GPA

Do you report GPA? *If you answer no you do not need to complete the other questions in this section.* ☐ Yes ☐ No Cumulative GPA \_\_\_\_\_

GPA scale \_\_\_\_\_ From (start date) \_\_\_\_\_ Ending (final date) \_\_\_\_\_  
mm/dd/yyyy mm/dd/yyyy

GPA weighting ☐ Weighted ☐ Unweighted School's passing mark \_\_\_\_\_ Highest grade/GPA in class \_\_\_\_\_

Curriculum

In comparison with other college preparatory students at your school, the student's course selection is:

☐ Less than demanding ☐ Average ☐ Demanding ☐ Very demanding ☐ Most demanding ☐ Prefer not to respond

Is the student an: ☐ IB Diploma Candidate ☐ Advanced Cambridge (AICE) Diploma Candidate ☐ AP Capstone Diploma candidate

Ratings

Compared to other students in their class, 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 encountered in my career |
|----------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------------|--------------------------|--------------------------|---------------------------------------------|
| Academic achievements            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <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"/>       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>                    |
| Personal qualities and character | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>                    |
| Overall                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>                    |

## Additional information

Your school may have made adjustments due to community disruptions such as COVID—19 or natural disasters. If you have not already addressed those changes in your attached school profile or elsewhere, please attach a separate sheet. Colleges are especially interested in understanding changes to:

- Grading scales and policies
- Graduation requirements
- Instructional methods
- Schedules and course offerings
- Testing requirements
- Your academic calendar
- Other extenuating circumstances

Your students will have a similar space in their application to share how these events have affected them personally.  
Max word count: 500

## Summary

Please indicate the most recent grades included on the transcript accompanying this form.

- ☐ Final junior year grades
- ☐ 1st quarter senior year grades
- ☐ 2nd quarter/1st semester senior year grades
- ☐ 3rd quarter senior year grades
- ☐ 1st trimester senior year grades
- ☐ 2nd trimester senior year grades

I recommend this student:

- ☐ No basis
- ☐ With reservation
- ☐ Fairly strongly
- ☐ Strongly
- ☐ Enthusiastically

Signature \_\_\_\_\_ Date \_\_\_\_\_  
mm/dd/yyyy

Please send this form directly to each college admission office. Do not send this form to Common App.