



National Association for
College Admission Counseling

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 School Profile, to each school to which the student is applying. If no School Profile exists, counselors should attach a list of AP, Honors, and IB courses offered at the school.

SECTION I (to be completed by student) *Optional

Student Name _____

Address _____
Number & Street Apartment # City/Town State/Province Country ZIP/Postal Code

Date of Birth* _____ Email _____ Phone _____

SENIOR YEAR COURSES (be sure to include the title and level (AP, IB, honors, etc.):

Full Year/First Semester/First Trimester	Second Semester/Second Trimester	Third Trimester <small>or additional first/second term courses if more space is needed</small>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

Student's Signature _____ Date _____

SECTION II (to be completed by the school counselor)

High School _____ High School CEEB _____

Address _____
Number & Street City/Town State/Province Country ZIP/Postal Code

Phone _____ Fax _____ School website _____

Counselor's Name _____ Counselor's Email _____

Please indicate: _____ % of students who receive Free or Reduced Lunch

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

Student's cumulative GPA: _____ on a _____ scale

This GPA is Weighted Unweighted

The school's passing mark is _____

Highest GPA in graduating class _____

Student ranks _____ in a class of _____

How does your school report class rank?

Quartile Quintile Decile We don't report rank

GPA and class rank includes (check all that apply):

9th Grade 10th Grade 11th Grade 12th Grade

Please indicate the number of courses your school offers: AP _____ IB _____ Honors _____

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

AP _____ IB _____ Honors _____

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

Most demanding Very demanding

Average Less than demanding

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 _____