

**2016-2017 SCHOOL REPORT FORM**

For Spring 2016 and Fall 2017 Enrollment

**TO THE APPLICANT**

After completing all the relevant questions below, give this form to your secondary school counselor or another school official who knows you better. If applying via mail, please also give that teacher stamped envelopes addressed to each institution that requires a School Report.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Legal Name: | | Last/Family/Sur (Enter Name exactly as it appears on official documents.) First/Given Middle (Complete) Suffix | | | | | | Female  Male |
| Birth Date: | | Click here to enter a date. | | Social Security # (Optional): |  | | | |
| Address: | Number & Street Apartment # City/Town State/Province Zip Code Country | | | | | | | |
| School you now attend: | | |  | | | CEEB/ACT Code: |  | |

**Current year courses—please indicate title, level (AP, IB, advanced honors, etc.) and credit value of all courses you are taking this year. Indicate quarter classes taken in the same semester on the appropriate semester line.**

|  |  |  |
| --- | --- | --- |
| **Full Year/First Semester/First Trimester** | **Second Semester/Second Trimester** | **Third Trimester**  *Or additional first/second term courses if more space is needed* |
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**IMPORTANT PRIVACY NOTICE:** Under the terms of the Family Educational Rights and Privacy Act (FERPA), after you matriculate you will have access to this form and all other recommendations and supporting documents submitted by you and on your behalf, unless at least one of the following is true:

1. The institution does not save recommendations post-matriculation.
2. You waive your right to access below, regardless of the institution to which it is sent.

Yes, I do waive my right to access, and I understand I will never see this form or any other recommendations submitted by me or on my behalf.

No, I do not waive my right to access, and I may someday choose to see this form or any other recommendations or supporting documents submitted by me or on my behalf to the institution at which I am enrolling, if that institution saves them after I matriculate.

|  |  |  |  |
| --- | --- | --- | --- |
| **Required Signature:** |  | **Date:** | Click here to enter a date. |

**TO THE SECONDARY SCHOOL COUNSELOR**

Attach applicant’s official transcript, including courses in progress, a school profile, and transcript legend. (Check transcript copies for readability.) Use all pages to complete your evaluating of this student. Be sure to sign below before mailing to Elizabethtown College, Admissions Office. You may also fax this form to 717-361-1365 or by email to [apply@etown.edu](mailto:apply@etown.edu).

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Counselor’s Name: | | | | | | Please print or type full name | | | | | | |
| Signature: | |  | | | | | | | | Date: | |  |
|  | |  | | | | | | | | | | |
| Title: |  | | | | | | School: | |  | | | |
| School Address: | | | | Number & Street Apartment # City/Town State/Province Zip Code Country | | | | | | | | |
| Counselor’s Telephone: | | | Area Code Number | | | | | Counselor’s Fax: | | | Area Code Number | |
| Counselor’s Email: | | | | |  | | | | | | | |

**Background Information**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Class Rank: |  | | Class Size: | |  | | | Covering a period from: | to  (mm/yyyy) (mm/yyyy) | How many courses does your school offer:  AP  IB  Honors  If school policy limits the number a student may take in a given year, please list the maximum allowed:  AP  IB  Honors  Is the applicant an IB Diploma Candidate?  Y  N  Are classes taken on a block schedule?  Y  N  In comparison with other college preparatory students at your school, the applicant’s course selection is:  Most demanding  Very demanding  Demanding  Average  Below Average |
| The rank is: | | Weighted  Unweighted | | | | | How many students share this rank? | | |
|  | | | |  | | | | | |
| How do you report class rank? | | | | Quartile  Quintile  Decile | | | | | |
|  | | | |  | | | | | |
| Cumulative GPA: on a  scale, covering a period from  to  (mm/yyyy) (mm/yyyy) | | | | | | | | | |
| This GPA is Weighted  Unweighted | | | | | | The school’s passing mark is | | | |
|  | | | | | |  | | | |
| Highest GPA in class | | | | | | Graduation Date Click here to enter a date. | | | |
|  | | | | | |  | | | |
| Percentage of graduating class immediately attending: Four-year  Two-year | | | | | | | | | |
|  | | | | | | | | | |

How long have you known this student?  In what context? 

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

**Ratings**

Compared to other students in his or her class year, 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 I have encountered (Top 1%)** |
| Academic achievement |  |  |  |  |  |  |  |  |
| Extracurricular accomplishments |  |  |  |  |  |  |  |  |
| Personal qualities and character |  |  |  |  |  |  |  |  |
| OVERALL |  |  |  |  |  |  |  |  |

**Evaluation**

Please provide comments that will help us differentiate this student from others. Feel free to attach an additional sheet or another reference you have prepared for this student. Alternatively, you may attach a reference written by another school official who can better describe the student. We especially welcome a broad-based assessment and encourage you to consider describing or addressing:

* The applicant’s academic, extracurricular, and personal characteristics.
* Relevant context for the applicant’s performance and involvement, such as particularities of family situation or responsibilities, after-school work obligations, sibling childcare, or other circumstances, either positive or negative.
* Observed problematic behaviors, perhaps separable from academic performance that an admission committee should explore further.

I cannot provide a written evaluation because (check on or both):

I do not have sufficient personal knowledge of this student.

The demands of my counseling load do not afford me sufficient time.



1. Has the applicant ever been found responsible for a disciplinary violation at your school from the 9th grade (or the international equivalent) forward, whether related to academic misconduct or behavioral misconduct, which resulted in a disciplinary action? These actions could include, but are not limited to: probation, suspension, removal, dismissal, or expulsion from your institution.

Yes

No

School policy prevents me from responding

1. To your knowledge has the applicant ever been adjudicated guilty or convicted of a misdemeanor, felony, or other crime?

Yes

No

School policy prevents me from responding

(Note that you are not required to answer “yes” to this question, or provide an explanation, if the criminal adjudication or conviction has been expunged, sealed, annulled, pardoned, destroyed, erased, impounded, or otherwise ordered to be kept confidential by a court.)

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.

Applicants are expected to immediately notify the institutions to which they are applying should there be any changes to the information requested in this application, including disciplinary history.

**Check here if you would prefer to discuss this applicant over the phone with the admissions office.**

**I recommend this student:**

No basis

With reservation

Fairly strongly

Strongly

Enthusiastically

**Evaluation**

Please write whatever you think is important about this student, including a description of academic and personal characteristics, as demonstrated in your classroom. We welcome information that will help us to differentiate this student from others. Please feel free to attach an additional sheet or another reference you may have prepared on behalf of this student.

