



### Student Recommended

Student Name

Select Grade

### Form Completed By

First Name

Middle Name

Last Name

Title

School Name

Email Address

Phone Number

### Note to the Recommender/Administrator

- Please be sure to attach a copy of transcripts/grade reports along with this form
- The student transcript must include any current year to date grades as well as the most recent full year. Many schools require at least the last two complete years of grades in addition to the year in progress.
- Please attach the student's attendance records if not already included in the report card, indicating the number of days he or she has been absent or tardy each year while at your school.

### Please indicate which years the report/s and transcript/s uploaded reflect

Year 2015-2016  Year 2016-2017  Year 2017-2018 (to date)

## School Profile

School Name:

Address:

Website

School serves which grades?

Number of students in Applicant's grade level:

Number of students in entire school:

In what month does your school year begin?

In what month does your school year end?

How often, and for what period of time do major academic classes meet each week?

Please specify your school's grading system.

4.0 Scale  4.3 Scale  1-5  100-0  A-F  Four Passing Grades  Three Passing Grades  Ungraded

What is the passing mark?

## School Record

Does your school rank?

Yes  No

This student ranks:

out of:

Are the students placed in sections according to ability?

Yes  No

If yes, please tell us in which level the applicant is placed for each subject.

If the student's attendance record is not listed on the transcript, please indicate the number of days he or she has been absent or tardy each year while at your school.

This student has been enrolled at the school since:

Is the student in good academic standing?

Yes  No

Is the student in good disciplinary standing?

Yes  No

Has this student ever been dismissed, suspended, placed on probation, or received other serious disciplinary sanction?

Yes  No

Has the student withdrawn from school voluntarily for an extended period of time for reasons other than health?

Yes  No

If the answer to either of the previous two questions is yes, please provide a full explanation.