

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 _____ Email _____ CAID (Common App ID) _____
mm/dd/yyyy

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 _____ 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](#).

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

☐ Yes ☐ No

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	☐	☐	☐	☐	☐	☐	☐	☐
Extracurricular accomplishments	☐	☐	☐	☐	☐	☐	☐	☐
Personal qualities and character	☐	☐	☐	☐	☐	☐	☐	☐
Overall	☐	☐	☐	☐	☐	☐	☐	☐

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.