

# 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 student's transcript to Aquinas College.

## SECTION I *(to be completed by student) \*optional*

Student Name \_\_\_\_\_

Address \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date of Birth\* \_\_\_\_\_ SSN\* \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

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

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

### SENIOR YEAR COURSES (if not included on transcript):

First Term:

Second Term:

Course	Grade	Course	Grade
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## SECTION II *(to be completed by school counselor – include information only if not included in other student documents)*

High School \_\_\_\_\_ High School CEEB \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Counselor's Name \_\_\_\_\_ Email \_\_\_\_\_

Public  Non Public  Home School

Grading scale:  4.0  100  other \_\_\_\_\_ Passing Grade is: \_\_\_\_\_

Student's GPA:  weighted  unweighted

GPA includes (check all that apply):  9th Grade  10th Grade  11th Grade  12th Grade  We do not rank

Is the student's course selection:  Most Demanding  Demanding  Average  Below Average

**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 an accurate indication of the student's ability?  Yes  No  
If not, please describe the circumstances:

Counselor Statement:

Please respond to the following questions:

1. Are there any behaviors (e.g. discipline problems, violence, intolerance, or anti-social behavior in interactions with peers or teachers), which should be explored by our Admissions Office?

Yes  No  Unable to answer

2. Has the student ever been responsible for a disciplinary violation from 9th grade (or the international equivalent) forward, whether related to academic misconduct or behavioral misconduct, that resulted in probation, suspension, removal, dismissal, or expulsion from the institution?

Yes  No  Unable to answer

If yes, please explain the circumstances:

---

---

---

Thank you.

\_\_\_\_\_  
Counselor's Signature

\_\_\_\_\_  
Date

