CATAWBA COLLEGE

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 to Catawba College. Please contact our Office of Admissions at 704-637-4402 with any questions.

SECTION I: *(To be completed by student)*

Student's Full Name: _____ SSN_____ (optional)

Mailing Address:_____

City:_____ State:_____ Zip:_____

Date of Birth *(mm/dd/year)*: _____

By Signing this form, I authorize all schools I have attended to release all requested records covered under the Federal Education Rights and Privacy Act (FERPA) so that my application can be reviewed by Catawba College. I further authorize admissions officials reviewing my
application to contact officials at my current and former schools should they have questions about the school forms submitted

SECTION II: *(To be completed by Counselor)*

High School Name:_____ High School Code:_____

Counselor's Name:_____ Title:_____

Phone: _____ Fax: _____

Email Address: _____

Percentage of class attending: 4-Year_____ 2-Year_____ institutions.

Grading Scale [ ] 4.0 [ ] 100 [ ] Other Passing Grade:_____ Student's GPA:_____ [ ] Weighted [ ] Unweighted

GPA Includes (*check all that apply*): [ ] 9th Grade [ ] 10th Grade [ ] 11th Grade [ ] 12th Grade

Student Rank _____ in a class of _____. [ ] We do not Rank

Student's course selection: [ ] Most Demanding [ ] Very Demanding [ ] Demanding [ ] Average [ ] Below Average

SENIOR YEAR COURSES:

First Term:		**Second Term:**	
Course	Grade	Course	Grade

SECTION III: *(To be completed by school counselor)*

As compared to other students in his or her class, how would you rate the applicant in each category?

	No Basis	Below Average	Average	Good	Very Good	Excellent (top 10%)	One of the Top Few in My Career
Academic Promise							
Academic Self– Discipline							
Academic Growth Potential							
Leadership							
Self Confidence							
Concern for Others							
Emotional Maturity							
Personal Initiative							
Reaction to Setbacks							
Work Ethic							

☐ Highly recommend this student

☐ Recommend this student

☐ Recommend with reservations

☐ Do not recommend this student

1. Has the student ever been found responsible for any disciplinary action at your school, whether related to academic misconduct or behavioral misconduct, that resulted in probation, suspension, removal, dismissal or expulsion? [ ] Yes [ ] No
2. To your knowledge, has the applicant ever been convicted of a misdemeanor, felony or other crime? [ ] Yes [ ] No

   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.

COMMENTS:

We welcome any additional information that you would like to provide about this student. You may use the space below or feel free to attach a separate letter of recommendation. Thank you for your assistance in helping us to evaluate this applicant.

_____

_____

_____

_____

Counselor's Signature:_____

Date

Please return this form to:

Catawba College
Office of Admissions
2300 West Innes Street
Salisbury, NC 28144
FAX: 704-637-4222