



## Secondary School Report Form

To be completed by College Adviser or Secondary School Counselor

This section to be completed by the applicant

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

Student Address \_\_\_\_\_  
FIRST MIDDLE LAST

Name of Secondary School \_\_\_\_\_  
STREET CITY STATE ZIP

Address of Secondary School \_\_\_\_\_  
STREET CITY STATE ZIP

School Telephone \_\_\_\_\_

**TO THE APPLICANT:** After you have completed the information above, promptly give this form to your counselor, principal or head of school.

### TO THE SCHOOL OFFICIAL:

**About this Special Early Entrance Opportunity:** The student named in this form has applied for admission to The Clarkson School, a special division of Clarkson University. The Clarkson School is an early entrance program that allows talented high school students, who have demonstrated strong academic preparation for college, the opportunity to enter college at the end of their junior year in high school.

Clarkson School students may have demonstrated interests in business, engineering, health sciences, humanities, natural science, physical therapy, or social science. They are considered fully matriculated first-year students and take challenging college courses with regular University students. They live in an on-campus residence hall with House Advisors. The living-learning atmosphere requires academic diligence, personal responsibility, and maturity in striving to make a smooth transition toward college life. After The Clarkson School year, some students remain as sophomores at Clarkson University, while others transfer to other colleges and universities.

Your full and candid appraisal of this student is an important part of the admission process. Since this is an early entrance program, it is essential that each candidate be evaluated most carefully. Consistent with provisions of the Educational Amendments of 1974, confidential materials used in admission are not subject to disclosure.

**Mailing Instructions:** This form should be mailed to: Director of Admission, The Clarkson School, Clarkson University, P.O. Box 5650, Potsdam, New York 13699-5650. If you have any questions, do not hesitate to call The Clarkson School Office at 315-268-4425 or 800-574-4425.

**Deadlines:** The Clarkson School operates on an admission plan that accepts students in several cycles throughout the year. The deadline for application is July 1. However, the earlier in any academic year an applicant is considered, the more advantageous are his or her chances. Therefore, it is desirable to submit this form as promptly as possible.

**Transcript:** Please include an official transcript when you return this form, providing all of the following information:

- Courses taken, with the years and grades.
- Courses failed or repeated.
- Courses currently in progress with up-to-date grades.
- Indication of honors, accelerated and Advanced Placement courses or sections.
- A brief explanation of your grading system and/or school profile.
- Grade point average to date. Please indicate if it is weighted or unweighted.
- Test results, such as PSAT, PLAN, SAT or ACT.

**Rank in Class:** This is an important factor in our evaluation of applicants. Even though we understand it is not common practice to rank juniors, it is crucial that we have the most accurate and precise ranking of this applicant that can be provided at this time. You may provide this information on your school's transcript form or in the space provided below:

**RANK IN CLASS**

In an entire class, college preparatory group, numbering \_\_\_\_ students: This applicant ranks \_\_\_\_

If precise rank is not available, indicate the applicant's rank in class as accurately as possible below:

- Top 2%    Top 5%    Top 10%    Top 20%    Top 50%    Lower 50%

At this time the applicant's grade point average is \_\_\_\_ on a \_\_\_\_ point scale that is:  weighted    unweighted

**GENERAL RATINGS**

In rating the student below, please remember that he or she will be compared with other very capable students. We recognize that you may not be able to rate with the precision implied in the various headings; use them as rough guides only. Place a check in the single most appropriate box. You may complete only parts, or none of this section, if you wish:

	BELOW AVERAGE	AVERAGE	GOOD	EXCELLENT (TOP 10%)	TOP FEW ENCOUNTERED	NO BASIS FOR JUDGMENT
Intellectual Ability						
Academic Achievement						
Academic Motivation						
Mathematical Skills						
Interest in Science						
Independence, Initiative						
Disciplined Work Habits						
Self Confidence						
Leadership						
Warmth of Personality						
Concern for Others						
Reaction to Setbacks						
Respectful of Peers						
Respectful of Teachers						

Do you have confidence in the applicant's integrity?

- Yes    See comments in Summary and Recommendations.

Do you feel that the applicant has sufficient social maturity and personal responsibility to enter an early admission college program that provides careful monitoring of individual progress?

- Yes    See comments in Summary and Recommendations.

## SUMMARY AND RECOMMENDATIONS

Please write a summary appraisal that assesses the applicant's quality and promise as a Clarkson School student. Feel free to attach a letter or duplicated report if you prefer. You may wish to consider the following questions: Has the applicant shown genuine interest in academic work and made good use of his or her intellectual potential? What about the applicant's overall performance and leadership in extracurricular, community or work activities? How would you describe the applicant's character, aims, values and level of responsibility? Are there any special circumstances or background information that should be considered in our decision? (Use reverse side if necessary).

I recommend this applicant to The Clarkson School, in terms of academic ability, maturity, responsibility, and strength of character, as follows:     Not recommended     Fairly strongly     Strongly     Enthusiastically

Signature \_\_\_\_\_ Date \_\_\_\_\_

Counselor's Name Mr./Mrs./Ms. \_\_\_\_\_

PRINT OR TYPE

Title/Position \_\_\_\_\_ School \_\_\_\_\_

How long have you known this student and in what context? \_\_\_\_\_

Counselor's Address \_\_\_\_\_

Counselor's Phone \_\_\_\_\_ Counselor's Fax: \_\_\_\_\_

AREA CODE

NUMBER

EXT

AREA CODE

NUMBER

Secondary School CEEB/ACT Code \_\_\_\_\_ Counselor's E-Mail \_\_\_\_\_