

2017 GUIDANCE COUNSELOR REPORT

(To be completed by the Guidance Counselor or other school Official)

*Please print in English using a pen with black or blue ink (no pencil). Typing is also acceptable.
The envelope must be sealed and signed/stamped across the seal by a school official.*

Date _____

Name of Applicant (Please print) _____

Last Name

First Name

1. Is the applicant (a) a graduate of your school?
(b) still attending your school?
2. Period of attendance at your school:
3. Record of Attendance

Grade	No. of days of classes	No. of days of absent	Reason(s)	No. of times tardy	Reason(s)
7					
8					
9					
10					

Should the above format be unfeasible, please attach a copy of your school/s official attendance record. In such a case please be sure to include the following items:

- 1) The number of times the applicant has been absent and/or tardy for each subject,
- 2) The total number of classes for each subject,
- 3) The reason(s) for being absent and/or tardy.

Keio Academy of New York

1. Total number of students in the class: _____

2. Class Ranking: _____

Please evaluate the applicant in each subject area based on the most recent completed grading period.

Subject	Rank # of students	Percentile	Comments
English			
Math			
Science			
Social Studies			
Music			
Fine Arts			
P.E			

Other Subject

*** Please fill out all the information below.**

Name (Please print) _____

Name of your school (Please print.) _____

Address of your school (Please print.) _____

Email _____

Signature _____