

# 2020 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	Number of class days	Number of absent days	Reason(s)	Number 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 and 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 absences and/or tardiness

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 Subjects


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

Name (Please print) \_\_\_\_\_

Name of your school (Please print) \_\_\_\_\_

Address of your school (Please print) \_\_\_\_\_

Email \_\_\_\_\_

Signature \_\_\_\_\_