

Secondary School Report

Candidate Information (please print or type)

Last Name (family) **IMPORTANT: Please spell name(s) exactly as spelled on passport**	First Name (given)	Middle Name	
Date of Birth	E-mail address		
Home Address	City	State/Country	Postal/Zip Code
Official Name of School	City	State/Country	Postal/Zip Code

College Board/ETS High School Code Number :

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WAIVER OF ACCESS

I have requested that this report and the Mid year School Report (if necessary) be filed by school officials for use in the admissions process and in counseling by officials at Georgetown University. In accordance with the Family Educational Rights and Privacy Act of 1974, I have indicated my intention regarding access to these reports by checking one of the following options:

I waive access to these reports, which shall therefore be considered confidential. I do not waive access to these reports.

Date _____ Student Signature _____

Note to Counselor – If the student has agreed to the waiver printed above, we will preserve the strict confidentiality of this document, and it will be made available only to University officials. If the student has not waived access and enrolls at Georgetown, this report will be made available upon his or her request.

TO THE CANDIDATE: After you have filled in the lines above, give this form to your principal, headmaster, or college advisor.

TO THE PRINCIPAL OR COLLEGE ADVISOR: This student is applying for admission to the Georgetown University School of Foreign Service in Qatar. A full and candid report from the candidate's school is essential to ensure fair consideration. We therefore ask for careful ratings of and comments about the character and ability of the applicant by a school official who knows the student well.

DEADLINE: Please complete and send this report as soon as possible after you receive it and in any case not later than March 1, 2009. Late filing of this report will make careful consideration more difficult.

RANK IN CLASS: It is helpful to include in your report a statement of the applicant's rank in class and how it is determined. If this rank is not given, the processing of the application may be delayed, and the student may not receive full consideration with other candidates. If the school policy prohibits ranking, please clearly indicate this and provide GPA, grade distributions for the class or other profile information that will assist in evaluating the academic achievement of the applicant.

THE TRANSCRIPT: A transcript is required, *for all years the candidate has been a secondary-level student at your school.* You may send us any legible transcript form which your school currently uses. The transcript should provide at least information about courses taken, year taken, grades, courses failed or repeated, courses currently in progress, honors, accelerated and Advanced Placement courses or sections, a brief explanation of your grading system, test results (such as PSAT/NMSQT, IGCSE, GCSE, Thanawiyya Amma, SAT I, ACT, TOEFL, and / or IQ), Rank in Class, and Cumulative GPA. **Original transcripts – as well as official English translations, if necessary – must be submitted, directly from the school, in sealed envelopes.** Thank you for your assistance.

MAILING INSTRUCTIONS: Please return the completed form to:

Admissions Office, Georgetown University School of Foreign Service in Qatar,
 P.O. Box 23689, LAS Building A017, Education City, Doha, QATAR

A. Academic Achievement

This candidate ranks (*indicate #1, #4, #35, etc.*) _____

in a college prep group an entire class of _____ (*indicate how many students are in group used for ranking*).

This GPA or rank covers a period from _____ to _____.
(month, year) (month, year)

Of this candidate’s graduating class, approximately _____ percent plan to attend a four-year college or university.

If precise rank is not available, please indicate rank to the nearest decile (*e.g., student is in top 10, top 20, etc. students*) _____.

Please indicate highest grade point average (GPA) in the student’s graduating class _____.

B. General Ratings

1. In marking the following ratings, please keep in mind that they will be used to compare the student with other very able students. Please rate the student realistically in comparison with your college preparatory students. *The headings at the top are intended to serve only as rough guidelines.*

	Marginal	Fair	Good (top 10%)	Excellent (top 2 or 3%)	One of the very best I have ever encountered in my career	No basis for judgment
a.						Academic Motivation
b.						Academic Creative Qualities
c.						Academic Self-Discipline
d.						Academic Growth Potential
e.						Leadership
f.						Self-Confidence
g.						Warmth of Personality
h.						Sense of Humor
i.						Concern for Others
j.						Energy
k.						Emotional Maturity
l.						Personal Initiative
m.						Reaction to Setbacks
n.						Respect Accorded by Faculty

2. The main factors contributing to the respect accorded the applicant seem to be:

- Superiority in studies
- Success in athletics
- Leadership in activities
- Other _____
- Accomplishment in activities
- Interest in other students
- Personality

3. Do you have any reservations about the applicant's ability to succeed and thrive at the Georgetown University School of Foreign Service in Qatar, whether academically or socially?

- No Yes Please explain your answer briefly below:

C. Summary and Recommendation

1. Please write and attach to this form a summary appraisal of the candidate, assessing the academic and personal qualities and the candidate's promise as a Georgetown University School of Foreign Service in Qatar student. We are particularly interested in evidence about character, relative maturity, integrity, independence, the values or the beliefs the student is enthusiastic about, and any special talent or quality the candidate possesses. Avoid simply listing activities that are mentioned elsewhere. We are interested in specific events and unusual circumstances that will give us added insight into the strengths and weaknesses of the candidate. *Photocopied reports are acceptable.*
2. Please indicate courses this student will take this year or is currently taking if not indicated on the attached transcript.
3. I recommend this candidate for admission to Georgetown University School of Foreign Service in Qatar:

	Marginal		Fair		Good		Excellent		One of the very best I have ever encountered in my career
for academic promise:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
for character and personal promise:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(1)		(3)		(5)		(7)		(9)
Overall recommendation:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date _____ Signature _____

Please print name* _____ Title _____

E-mail address _____

College counseling office telephone number _____ Fax _____

How long have you known the candidate? _____ In what capacity? _____

This report is based on (check all appropriate categories):

- Personal observation and contact
- Observations of other counselors
- Teacher comments
- Written records only
- Other (specify) _____

* We would be grateful if you would include/attach a business card.

Please enclose an official copy of the student's secondary school transcript for all years available.