**Contact information**

* School name
* Address
* Phone
* Website
* Principal name, phone number and email addresses
* Counselors name, phone number and email addresses
* CEEB code: If your school has a CEEB code, list it. If not, delete this line. It is not necessary to have a CEEB code. This is a number that helps identify universities and schools (primarily in the US) for the purposes of applications and admissions tests. You can find out more information about CEEB codes and check to see if your school has one at: <https://collegereadiness.collegeboard.org/k-12-school-code-search>

**Community and school information**

* School control and type (public, private, boarding, day, etc.).
* Description of the school and the community that depicts the socioeconomic and ethnic mix, information about the education level of parents, major employers and other features of interest.
* A basic overview of the school’s mission and/or structure
* Community overview—population, demographics, locale
* Student demographics and characteristics
* Enrollment, including 12th grade class size
* Faculty and counselor-to-student ratios

**Curriculum**

* Describe the available academic programs, special diplomas, tracks and any nontraditional or unusual curricula.
* Detail the enrollment policies (open or selective)
* List graduation requirements

**Grading System**

* Details about the grading scale used by faculty

**College attendance history**

* Number of students in last graduating class: The number of students who completed their final year of school in 2019.
* Typical destinations by percent (out of 100%):

This chart is an example only. Please complete a similar chart showing the destinations of student leavers by percent. You do not have to create a pie chart. If you’d prefer, you can list these in bullet points.

* Number of students at the school who have attended US universities in last five years: The total number of students from your school in the last five years who have gone on to attend university in the US.
* Names of US universities our pupils have attended in last five years: Please list the university names.

**Extracurricular opportunities**

* List the sports in which students can participate.
* List clubs and other organizations students can join.

**SAMPLE HIGH SCHOOL PROFILE**

**School Letterhead**

2011-12 [School Name]
CEEB code: 222222
Main office: (555) 666-7777
Counseling office: (555) 666-8888
Website: schoolname.edu
Principal: Genevieve Berry
School counselors: Cherie Blake, Frank Morgan, Lee Wendell

**Community**

Spanning [130 square miles], [district name] School District serves the educational needs of [this city's] [area of city]. Located in one of the state's fastest growing areas, the district enjoys a diversified economic base. Currently, the district consists of five high schools, four middle schools and 14 elementary schools utilizing a K–5, 6–8, 9–2 grade-level configuration. The student body is culturally diverse with a population that is 57% Hispanic, 16% African American, 13% white and 12% Asian.

**School**

[School name] is a comprehensive four-year public high school enrolling 1,250 students in grades 9–12. The school opened in the fall of 1987 and graduated its first senior class in the spring of 1989. [School name] is accredited by the North Central Association of Secondary Schools and holds membership in the College Board and the National Association for College Admission Counseling.

**Curriculum**

The academic program is organized on a rotating block schedule. Seven credits per semester is the maximum course load; students take four 95-minute block classes, two 97-minute block classes and one 50-minute class. Students attend three block classes and the regular class daily. Block classes are year-long; each block class meets every other day. Block scheduling was instituted in 1993.

These AP® courses are offered: Art History, Biology, Calculus AB and BC, Chemistry, English Language and Composition, English Literature and Composition, European History, Government and Politics: United States, Government and Politics: Comparative, Physics B, Statistics, United States History and World History. AP world language and culture courses offered include Chinese, French, German and Spanish as well as Spanish Literature. AP is an open-enrollment program.

Honors classes are offered in English II, Algebra II and Elementary Functions. Entry into Elementary Functions requires an 80% proficiency score on a school-created Algebra II skills test.

The Area Vocational & College Programs (AVCP) enables juniors and seniors to enroll in freshmen courses and earn college credits at local institutions of higher education.

**Grading and Ranking**

|  |  |  |
| --- | --- | --- |
| A – Excellent | 94–100 | 4 |
| B – Above average | 85–93 | 3 |
| C – Average | 75–84 | 2 |
| D – Below average | 65–74 | 1 |
| F – Failure | 64 or below | 0 |

**Rank**

School policy eliminated class rank beginning with the Class of 2003.

Grade Point Average (GPA) Calculation

GPA is computed using the above quality points. Beginning with grade nine, all subjects, whether passed or failed, are included in the computation. A minimum of 48 credits is required for graduation. In addition, each student must complete a 200-hour community service graduation requirement. AP and Honors classes are weighted by one point. Grades are recorded on the transcript and GPA is computed in January and May.

Class of 2011

There were 365 graduates in the Class of 2011.

36 earned a 4.0+

50 earned 3.5–3.99

100 earned 3.0–3.49

100 earned 2.50–2.99

75 earned 2.0–2.49

4 earned less than a 2.0

Standardized Test Results

| 85% of the Class of 2011 (310) took the SAT® | 67% of the Class of 2011 (245) took the ACT |
| --- | --- |
| Middle 50% Critical reading | 480–590 | Middle 50% Composite | 22–25 |
| Middle 50% Math | 500–650 |   |   |
| Middle 50% Writing | 490–580 |   |   |

Advanced Placement Results

In May 2011, 337 took AP Exams

A total of 771 exams were taken in 19 subjects

51% of the AP Exams received scores of 3 or higher

Post High School Placement

71% matriculated to 4-year colleges

18% matriculated to 2-year institutions

11% selected work, military service or technical instruction

Awards and Distinctions, 2011-12

2 National Hispanic Program Scholar Finalists

2 National Council of Teachers of English Awards in Writing

1 National Merit Finalist

Colleges Attended by [School Name] Graduates from the Last Four Years

|  |  |
| --- | --- |
| Adams State CollegeAlaska U of FairbanksArizona State UniversityArizona, University ofBrigham Young UniversityCarleton CollegeCarnegie Mellon UniversityCoe CollegeColorado CollegeColorado State UniversityColorado, U of BoulderCornell UniversityDenver, University ofFlorida TechFort Lewis CollegeGeorgetown UniversityGrinnell CollegeHarvard UniversityJames Madison UniversityLawrence UniversityLinfield CollegeMassachusetts Institute of TechnologyMesa State CollegeMontana, University ofNevada, U of Las VegasNew York University | Northern Colorado, U ofPennsylvania State UniversityPepperdine UniversityPuget Sound, University ofPurdue UniversityRhodes CollegeRochester Institute of TechnologySouthern Colorado, U ofTexas Christian UniversityTruman UniversityTulane UniversityUnited States Air Force AcademyUnited States Military AcademyWebster UniversityWestern State CollegeWheaton CollegeWilliam and Mary, College ofWisconsin, U of MadisonWyoming, University ofYale University |

**Contact Information**

Cherie Blake
School Counselor
cblake@schoolname.edu
(555) 666-8888