This is a preview version of the SAO content as presented to students and their recommenders. Actual functionality may differ.
Student Recommended

Student Name

Select Grade

Application ID

Form Completed By

First Name

Middle Name

Last Name

Title

School Name

Email Address

Phone Number

Applicant Name:

Note to the Recommender/Administrator

- Please be sure to attach a copy of transcripts/grade reports along with this form.
- The student transcript must include any current year to date grades as well as the most recent full year. Many schools require at least the last two complete years of grades in addition to the year in progress.
- Please attach the student’s attendance records if not already included in the report card, indicating the number of days he or she has been absent or tardy each year while at your school.

Please mark the reports that you are attaching to this form:

☐ School Transcripts ☐ Applicable Grade Reports ☐ Standardized Test Scores ☐ School Profile

Please indicate which years the report/s and transcript/s uploaded reflect

☐ Year 2015-2016 ☐ Year 2016-2017 ☐ Year 2017-2018 (to date)

Please use the following links to upload school reports and transcripts for years selected above

2015-2016 *

2016-2017 *

2017-2018 (to date) *
School Profile

School Name: 

Address: 

Website: 

School serves which grades? 

Number of students in Applicant’s grade level: 

Number of students in entire school: 

In what month does your school year begin? 

In what month does your school year end? 

How often, and for what period of time do major academic classes meet each week? 

Please specify your school’s grading system.
- 4.0 Scale
- 4.3 Scale
- 1-5
- 100-0
- A-F
- Four Passing Grades
- Three Passing Grades
- Ungraded

What is the passing mark?

School Record

Does your school rank? 
○ Yes ○ No

This student ranks: 
out of: 

Are the students placed in sections according to ability? 
○ Yes ○ No

If yes, please tell us in which level the applicant is placed for each subject.

If the student’s attendance record is not listed on the transcript, please indicate the number of days he or she has been absent or tardy each year while at your school.

This student has been enrolled at the school since: 
MM/DD/YYYY

Is the student in good academic standing? 
○ Yes ○ No

Is the student in good disciplinary standing? 
○ Yes ○ No

Has this student ever been dismissed, suspended, placed on probation, or received other serious disciplinary sanction? 
○ Yes ○ No

Has the student withdrawn from school voluntarily for an extended period of time for reasons other than health? 
○ Yes ○ No

If the answer to either of the previous two questions is yes, please provide a full explanation.