

# Administrator or Counselor Recommendation

Saint Mary's College Notre Dame, IN

**APPLICANT:** Please type or print in ink.

APPLICANT'S LAST NAME FIRST NAME MIDDLE

CITY STATE ZIP

Please indicate your decision by checking below before giving to evaluator.

- This evaluation is to be considered non-confidential. The evaluation may be shown to me upon request.
- This evaluation is to be considered confidential. I hereby waive my right to review under the provisions of the Family Educational Rights and Privacy Act of 1974, and I understand that the contents of this evaluation will not be available for any inspection now or at any time in the future.

SIGNATURE OF APPLICANT DATE

**RECOMMENDER:** Please type or print in ink.

The following questions suggest the type of information the Admission Committee has found helpful in the past; however, the Committee welcomes your assessment of the applicant in any format you consider most helpful.

**Please mail to: Office of Admission, Saint Mary's College, Notre Dame, Indiana 46556.**

RECOMMENDER'S LAST NAME FIRST NAME MIDDLE

POSITION

NAME OF SCHOOL CEEB CODE #

SCHOOL ADDRESS TELEPHONE NUMBER

CITY STATE ZIP COUNSELOR E-MAIL ADDRESS

PERCENTAGE OF GRADUATES ENROLLING IN A FOUR-YEAR COLLEGE OR UNIVERSITY AVERAGE SAT/ACT SCORES OF GRADUATING CLASS

ARE GPA'S REPORTED ON A 4.0 SCALE?  Yes  No IF NOT, PLEASE ATTACH AN EXPLANATION OF THE SCALE USED.

WHAT IS YOUR QUALITY POINT VALUE SYSTEM FOR GRADES WITH +/-? FOR EXAMPLE, IS AN A WORTH THE SAME AS AN A+ OR AN A-? \_\_\_\_\_

IS YOUR CLASS RANK WEIGHTED? IF SO, PLEASE EXPLAIN SCALE? (E.G. +1 AP/IB; +.5 HONORS CLASSES)

IS YOUR GRADE POINT AVERAGE WEIGHTED? IF SO, PLEASE EXPLAIN SCALE? (E.G. +1 AP/IB; +.5 HONORS CLASSES)

PASSING MARK IS DOES YOUR SCHOOL USE DOCUFIDE FOR ELECTRONIC TRANSCRIPTS?

A = % B = % C = % D = % DOES YOUR SCHOOL HAVE BLOCK SCHEDULING?  Yes  No

GRADE EQUIVALENTS (QUOTE PERCENTAGE RANGES)

(CONTINUED ON BACK PAGE)

**ADMINISTRATOR OR COUNSELOR RECOMMENDATION:**

How long have you known this applicant? \_\_\_\_\_

In what capacity have you known this applicant? \_\_\_\_\_

**Please describe this applicant's academic standing:**

Cumulative GPA: \_\_\_\_\_ on a \_\_\_\_\_ point scale.     Unweighted     Weighted

This applicant ranks \_\_\_\_\_ in a class of \_\_\_\_\_.     Unweighted     Weighted     No rank given

This rank covers the period \_\_\_\_\_ (month/year) to \_\_\_\_\_ (month/year).

Academic Ability                       Superior     Above average     Average     Below average     Poor

Academic Motivation                 Superior     Above average     Average     Below average     Poor

Course of Study in High School       Most demanding     Demanding     Average     Below average

**Please identify any Honors/Awards this student has received:**

NHS     National Merit Finalist     National Merit Semifinalist     National Merit Commended Student

Other: \_\_\_\_\_

**Please describe this applicant's personal characteristics:**

Self-Confidence                       Superior     Above average     Average     Below average     Poor

Emotional Maturity                     Superior     Above average     Average     Below average     Poor

Concern for Others                     Superior     Above average     Average     Below average     Poor

Leadership                                 Superior     Above average     Average     Below average     Poor

Please write an assessment of this student as a candidate for admission to Saint Mary's College. Describe the academic and personal characteristics of which the Admission Committee should be aware. Feel free to elaborate on the candidate's intellectual promise, motivation, integrity, independence, creativity, enthusiasm, leadership potential, and special talents. State any unusual circumstances or other factors which might assist the Committee's evaluation of the applicant. Any comments that will differentiate this student from other applicants will be appreciated.

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How strongly do you recommend this applicant?

Strongly recommend                       Recommend                       Recommend with reservation                       Do not recommend

\_\_\_\_\_  
SIGNATURE OF EVALUATOR

\_\_\_\_\_  
DATE