

# Administrator or Counselor Recommendation

Saint Mary's College Notre Dame, IN

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

APPLICANT'S FAMILY NAME	FIRST NAME	MIDDLE NAME	
NUMBER AND STREET			
CITY	STATE	COUNTRY	POSTAL CODE

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

- This evaluation is to be considered nonconfidential. 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 USA.**

RECOMMENDER'S FAMILY NAME	FIRST NAME	MIDDLE					
POSITION							
NAME OF SCHOOL	CEEB CODE # (IF APPLICABLE)						
NUMBER AND STREET	TELEPHONE NUMBER						
CITY	STATE	COUNTRY	POSTAL CODE	RECOMMENDER'S EMAIL ADDRESS			
PERCENTAGE OF GRADUATES ENROLLING IN A FOUR-YEAR COLLEGE OR UNIVERSITY.			AVERAGE SAT SCORES OF GRADUATING CLASS, IF AVAILABLE				
IS YOUR CLASS RANK WEIGHTED?	IF SO, PLEASE EXPLAIN SCALE.(E.G. +1 PT. AP/IB; +.5 PT. HONORS CLASS)						
IS YOUR GRADE POINT AVERAGE WEIGHTED?	IF SO, PLEASE EXPLAIN SCALE. (E.G. +1 PT. AP/IB; +.5 PT. HONORS CLASS)						
PASSING MARK IS	DOES YOUR SCHOOL USE DOCUFIDE FOR ELECTRONIC TRANSCRIPTS?						
A =	%	B =	%	C =	%	D =	%
GRADE EQUIVALENTS (QUOTE PERCENTAGE RANGES)							

**Please attach an explanation of your school's grading scale, even if the scale is a 4.0 scale.**

(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. Please attach an explanation of your school's grading scale.

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, if applicable:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**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.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

How strongly do you recommend this applicant?

Strongly recommend  Recommend  Recommend with reservation  Do not recommend

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

\_\_\_\_\_  
 DATE