Creating the School Profile

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What is the School Profile?

A document that accompanies the high school transcript that provides information about the school. Colleges use this document to determine:

- The grading scale
- Academic rigor
- Special courses and programs available
- History and culture of the school
- Accreditation
- Graduation requirements
- Testing information
- College matriculation

The School Profile provides a "road map" for the transcript.

What should the School Profile Include?

The National Association for College Admission Counseling (NACAC) requires the following:

Secondary schools will provide accurate, legible, and complete transcripts and other school documents for all candidates for admission or scholarships. Secondary schools must:

▶ a. ensure that the data reported on school profiles and other documents is accurate and current, and must be transparent about when the data were gathered and the groups that are included or excluded from the data

▶ b. describe on their school's transcripts and/or school profiles their grading scale or any other method of representing student progress, their grade distribution, their policies on weighting courses and on repeating courses, and whether grades from all courses attempted are reported on transcripts and included in any cumulative GPA calculation.

▶ c. Schools must also disclose their policy for reporting disciplinary infractions. Regardless of such policies, they must disclose to colleges any change in a student's enrollment status whether pre- or post-admission.

The School Profile should include:

▶ **<u>Contact information</u>**

- List school name, address, phone and fax numbers, and website URL.

- Include names, phone numbers, fax numbers and email addresses of the principal, headmaster, head of school, and all counselors.

- Provide directions to the school and any preferred days and times for college visits.

- Indicate the College Entrance Examination Board CEEB code.

The School Profile should include:

Community and School information

 Include a 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. Independent schools may include history, mission and admission guidelines.

 Provide the percent of students who participate in low-income programs (e.g., Title I, AVID and free or reduced lunch).

 Include accreditation, institutional memberships, and special recognitions and honors.

The School Profile should include:

▶ **<u>Curriculum</u>**

- Describe the available academic programs, special diplomas, tracks and any nontraditional or unusual curricula.

- List AP, IB, Dual Enrollment, and Honors courses.

- Detail the enrollment policies (open or selective) for AP courses and describe AP participation; e.g., the number of students in the school and the number and percentage taking AP courses and exams.

- List graduation requirements.

The School Profile should include:

▶ **<u>Grading and ranking procedures</u>**

- Explain procedures, especially any weighting system used. Explain how the GPA is calculated and which courses are included.

- Include explanations for any computer codes that appear on the transcript.

▶ **<u>Test score information</u>**

- Report distribution and ranges for ACT and SAT.

- Include other test information (e.g., AP, National Merit) of interest to colleges.

The School Profile should include:

► **Extracurricular opportunities**

- List the sports in which students can participate.

- List all Honor Societies available to students, and provide a sampling of clubs and other organizations students can join.

► **College attendance history**

- Include the percentage of students attending two-year and four-year, in-state and out-of-state institutions.

- Include a listing of colleges attended by recent graduates. Provide four-year list if you have a small class size (under 100 students in a graduating class.)

The School Profile should include:

▶ **Additional suggestions**

- Use the preferred format: both sides of one 8 1/2" × 11" sheet of non-glossy paper. Use dark ink on light paper — many colleges scan profiles into their systems.

- Highlight changes to any grading and ranking policies, as well as any changes to the curriculum.

- Include information or data that helps differentiate your school and programs from others.

https://www.nacacnet.org/knowledge-center/school-profiles

https://professionals.collegeboard.org/guidance/counseling/profile/sample

Questions???