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LEADERSHIP NETWORK

SCHOOL COUNSELOR

College & Career Readiness Unit

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Virtual Meeting Tips

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****Every effort has been made to ensure the security of this meeting from “zoom bombers” but in the event that we experience that, please stay calm and we will resume as soon as the technical difficulties have been resolved.****



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Updating Your School Profile: What Colleges Need to Know about Your High School

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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 should provide accurate, legible, and comprehensive transcripts and other school documents for all candidates for admission or scholarships.

Secondary schools should:

- ▶ Ensure that the data reported on school profiles and other documents is accurate and current,
- ▶ Be transparent about when the data was gathered and the groups that are included or excluded from the data
- ▶ 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.
- ▶ Include the policy for reporting disciplinary infractions. Regardless of such policies, schools must disclose to colleges any change in a student's enrollment status whether pre- or post-admission.

The School Profile should include:

▶ Contact information

- List school name, address, phone numbers, and website URL.
- Include names, phone numbers, and email addresses of the principal, headmaster, head of school, and all counselors.
- 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 cultural mix, information about the education level of parents, major employers and other features of interest. Schools may also 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:

▶ Curriculum

- 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:

▶ Grading and ranking procedures

- Explain procedures, especially any weighting system used. Explain how the GPA is calculated and which courses are included.
- Include explanations for any special codes that appear on the transcript.

▶ Test score information

- Report distribution and ranges for ACT and SAT.
- Include other test information (e.g., AP, IB, National Merit) of interest to colleges.

The School Profile should include:

▶ Extracurricular opportunities

- List all Honor Societies available to students,
- Provide a sampling of extracurricular options available to students

▶ 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.

School Profile Samples

NACAC and the College Board have free resources online:

- <https://www.nacacnet.org/knowledge-center/school-profiles>
- <https://professionals.collegeboard.org/guidance/counseling/profile/sample>

Public School sample:

- <https://docs.google.com/viewerng/viewer?url=https://www.acalanes.k12.ca.us//cms/lib/CA01001364/Centricity/Domain/60/School+Profile+21-22.pdf>

Private School sample:

- https://www.gfacademy.org/uploaded/Academics/College_Counseling/School_Profile_15_16-1.pdf

Other sample:

<http://chs-claremont-ca.schoolloop.com/file/1385191462382/2371967067091649160.pdf>

What to include and what not include on the Profile:

Include the following:

- ▶ Grading scale
- ▶ Course offerings (indicate most rigorous when possible)
- ▶ School schedule (semester, trimester, block, etc.) and explain if necessary
- ▶ Graduation requirements
- ▶ Class rank -- if you report it, explain how it is determined
- ▶ Testing averages (SAT, ACT,)
- ▶ AP pass rates and policy to enroll (IB also if you offer it)
- ▶ Community information
- ▶ Special programs
- ▶ National Merit and other academic honors
- ▶ GPA averages
- ▶ Contact information
- ▶ CEEB Code
- ▶ College Matriculation information (2 year, 4 year, and list of colleges)
- ▶ Discipline policy

Don't include:

Extraneous information: too many years of data, UC specific information

Necessary Updates to Include in your profile as a Result of Pandemic:

Be sure to add information about:

- Changes in schedule
- Grading changes
- Changes in course offerings
- Changes to extracurricular offerings (sports/clubs/honor societies)
- Give a glimpse into the opportunities for students to take standardized tests
- Provide information about the availability of AP or IB exams, and the preparation available for these exams

We are here to support you!

Please reach out to College and Career Readiness with any needs at your school site, professional development topics, or general questions at:

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thank you!