

# Recommendation from Secondary School Counselor and Transcript Request

**TO THE APPLICANT:**

Please fill in the information to the right and submit this form to your guidance counselor or registrar. Ask that he or she complete this form, attach your official transcript of record, and forward it to:

WPI Office of Admissions  
 Bartlett Center  
 100 Institute Road  
 Worcester, MA 01609  
 508-831-5286 Fax 508-831-5875  
 admissions@wpi.edu

## To the counselor:

**FILING DEADLINE:**

November 15 for Early Action Round I;  
 January 1 for Early Action Round II;  
 February 1 for Regular Decision;  
 April 15 for transfer applicants. All admissions records are subject to the Family Educational Rights and Privacy Act of 1974.

**GUIDANCE COUNSELOR/  
 REGISTRAR INFORMATION:**

High school \_\_\_\_\_

CEEB code \_\_\_\_\_

Counselor name (please print) \_\_\_\_\_

Area code/Telephone \_\_\_\_\_

Email address \_\_\_\_\_

Counselor signature \_\_\_\_\_

**APPLICANT'S NAME** (Please print or type)

\_\_\_\_\_  
*Last First M.I.*

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City State/Country ZIP*

\_\_\_\_\_  
*E-mail Date of birth: Month Day Year*

I am applying:

- Early Action Round I     Regular Decision
- Early Action Round II

**TO THE COUNSELOR:**

Please feel free to write whatever you think is important about this student, including a description of academic and personal characteristics. We welcome information that will help us differentiate this student from others. Please use the reverse side of this form to extend your remarks. If you have a previously written recommendation, feel free to attach it to this form.

**Please be sure to include the student's full name and address on your recommendation.**

If available, please provide updated class rank or cumulative GPA through the senior fall semester/trimester.

**Class rank** \_\_\_\_\_ in class of \_\_\_\_\_, covering a period from \_\_\_\_\_ to \_\_\_\_\_  
mm/yy mm/yy

This class rank is  weighted  unweighted. How many students share this rank? \_\_\_\_\_

**If a precise rank is not available, please indicate rank to the nearest tenth from the top** \_\_\_\_\_

**Cumulative GPA** \_\_\_\_\_ on a scale of \_\_\_\_\_, covering a period from \_\_\_\_\_ to \_\_\_\_\_  
mm/yy mm/yy

This GPA is  weighted  unweighted. This school's passing mark is \_\_\_\_\_.

Percentage of graduating class attending four-year institutions: \_\_\_\_\_ two-year institutions: \_\_\_\_\_

Are courses taken on a block schedule?  Yes  No

Please list courses being taken in the second semester, senior year: \_\_\_\_\_

	Below Average	Average	Above Average	Excellent (top 10%)	Outstanding (top 5%)
For academic promise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For character and personal promise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extracurricular accomplishments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- I recommend this student to WPI
  - with reservation     fairly strongly     strongly     enthusiastically

I do not recommend this student to WPI.

**Please attach an official transcript including any senior grades currently available.**

