

CONNECT
ENGAGE
INSPIRE



OFFICIAL RECOMMENDATION FORM FOR HIGH SCHOOL STUDENTS

A completed application file consists of the following:

Completed application with a signature
Official High School Transcript
Official ACT/SAT score report (unless student elects
Test-Optional consideration; additional materials required)

Guidance Counselor's Recommendation
Final High School Transcript showing date of graduation
Official TOEFL score report (if applicable)

Part I - To Be Completed by Applicant

Name of Applicant _____
SSN _____ Phone _____
Address _____
City _____ State _____ Zip Code _____
High School Attending _____

Part II - To be Completed by Guidance Counselor

First Name _____ Last Name _____
Title/Position _____ Relationship to Student _____
Institutional Name/Organizational Affiliation _____
Address _____
Daytime Phone _____ Email _____ CEEB _____

Please rank the student on the following criteria:

	Best	Good	Fair	Poor	N/A
Academic Achievement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Concern for Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. Has the applicant ever been found responsible for a disciplinary violation at your school from the 9th grade (or the international equivalent) forward, whether related to academic misconduct or behavioral misconduct, that resulted in a disciplinary action? These actions could include, but are not limited to: probation, suspension, removal, dismissal, or expulsion from your institution. Yes No School policy prevents me from responding

2. To your knowledge, has the applicant ever been adjudicated guilty or convicted of a misdemeanor, felony, or other crime? [Note that you are not required to answer "Yes" to this question or provide an explanation if the criminal adjudication or conviction has been expunged, sealed, annulled, pardoned, destroyed, erased, impounded, or otherwise ordered to be kept confidential by a court. Yes No School policy prevents me from responding

If you answered "Yes" to either or both questions, please attach a separate sheet of paper or use your written recommendation to give the approximate date of each incident and explain the circumstances.

Applicants are expected to immediately notify the institution to which they are applying should there be any changes to the information requested in this application, including disciplinary history.

Check here if you would prefer to discuss this applicant over the phone with the admission office.

I recommend this student: Enthusiastically Strongly Fairly Strongly With Reservation No Basis

Please attach a separate sheet to share any additional insight concerning this applicant.

Signature of Counselor _____ Date _____

Return by fax (352) 588-8257 or email (below) or mail to: Saint Leo University — Admissions — MC 2008 — P.O. Box 6665 — Saint Leo, FL 33574-6665