

# High school details information sheet

## How to use this resource

In the Common App all students need to answer several questions about their high school and counselor. However, not all students know this information or where to find it. This sheet will help you collect and easily share these details with your students.

All you need to do is fill out the information in the fields that follow and distribute the sheet to your students.

### FAQs

#### **How do students report GPA scale in the application?**

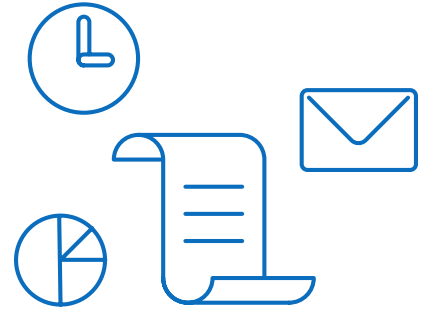
The GPA scale appears as a drop down menu in the application, with options of 4 through 20 and 100. If your school doesn't calculate a cumulative numerical GPA, or if it uses a GPA scale that is different than the options available, select "N/A". This information is not required in the application.

#### **My school calculates both weighted and unweighted GPA. Which should students select?**

In this case, students should report the weighted value.

#### **Who can I contact if I have questions?**

For more information, visit our Solutions Center at [recsupport.commonapp.org](https://recsupport.commonapp.org) or email us at [sfsupport@commonapp.net](mailto:sfsupport@commonapp.net).



# My high school details

Use the information below to help you complete the Education section in the Common App.

## High school information

High school name: \_\_\_\_\_

High school address: \_\_\_\_\_

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

Graduation date: \_\_\_\_\_

## Counselor information

Counselor name: \_\_\_\_\_

Counselor job title: \_\_\_\_\_

Counselor email: \_\_\_\_\_

Counselor phone: \_\_\_\_\_

## Grades and current courses

Graduating class size (approx.): \_\_\_\_\_

GPA scale: \_\_\_\_\_  
(4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 100, None)

Class rank reporting:    Exact      Decile      Quintile  
                                  Quartile      None

GPA weighting:    Weighted      Unweighted

Class rank weighting:    Weighted      Unweighted

Course scheduling system:    Semester      Trimester  
   Quarter