

<https://professionals.collegeboard.org/guidance/counseling/profile>

From the College Board: Creating Your School Profile

What colleges need to know about your school

Your high school profile needs to be comprehensive and accurately portray the uniqueness of your school. Listed here are the crucial elements it should contain, according to college representatives and high school counselors. Be sure to update your profile annually.

View a [sample high school profile](#) to see how all the pieces fit together.

Contact information

- List school name, address, phone and fax numbers, and website URL.
- Include names, phone numbers, fax numbers and email addresses of the principal 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.

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.

Curriculum

- Describe the available academic programs, special diplomas, tracks and any nontraditional or unusual curricula.
- List [AP®](#) 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.

Grading and ranking procedures

- Explain procedures, especially any weighting system used.
- Include explanations for any computer codes that appear on the transcript.

Test score information

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

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.

Extracurricular opportunities

- List the sports in which students can participate.
- List clubs and other organizations students can join.

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.

Sample High School Profile from College Board

School Letterhead

2011-12 [School Name]

CEEB code: 222222

Main office: (555) 666-7777

Counseling office: (555) 666-8888

Website: www.schoolname.edu

Principal: Genevieve Berry

School counselors: Cherie Blake, Frank Morgan, Lee Wendell

Community

Spanning [130 square miles], [district name] School District serves the educational needs of [this city's] [area of city]. Located in one of the state's fastest growing areas, the district enjoys a diversified economic base. Currently, the district consists of five high schools, four middle schools and 14 elementary schools utilizing a K-5, 6-8, 9-2 grade-level configuration. The student body is culturally diverse with a population that is 57% Hispanic, 16% African American, 13% white and 12% Asian.

School

[School name] is a comprehensive four-year public high school enrolling 1,250 students in grades 9-12. The school opened in the fall of 1987 and graduated its first senior class in the spring of 1989. [School name] is accredited by the **North Central Association of Secondary Schools** and holds membership in the **College Board** and the **National Association for College Admission Counseling**.

Curriculum

The **academic program** is organized on a rotating block schedule. Seven credits per semester is the maximum course load; students take four 95-minute block classes, two 97-minute block classes and one 50-minute class. Students attend three block classes and the regular class daily. Block classes are year-long; each block class meets every other day. **Block scheduling** was instituted in 1993.

These AP® courses are offered: Art History, Biology, Calculus AB and BC, Chemistry, English Language and Composition, English Literature and Composition, European History, Government and Politics: United States, Government and Politics: Comparative, Physics B, Statistics, United States History and World History. AP world language and culture courses offered include Chinese, French, German and Spanish as well as Spanish Literature. **AP is an open-enrollment program.**

Honors classes are offered in English II, Algebra II and Elementary Functions. **Entry into Elementary Functions requires an 80% proficiency score** on a school-created Algebra II skills test.

The **Area Vocational & College Programs (AVCP)** enables juniors and seniors to enroll in freshmen courses and earn college credits at local institutions of higher education.

Grading and Ranking

A – Excellent	94–100	4
B – Above average	85–93	3
C – Average	75–84	2
D – Below average	65–74	1
F – Failure	64 or below	0

Rank

School policy eliminated class rank beginning with the Class of 2003.

Grade Point Average (GPA) Calculation

GPA is computed using the above quality points. Beginning with grade nine, all subjects, whether passed or failed, are included in the computation. A minimum

of 48 credits is **required for graduation**. In addition, each student must complete a **200-hour community service graduation requirement**. **AP and Honors classes are weighted by one point**. Grades are recorded on the transcript and GPA is computed in January and May.

Class of 2011

There were **365** graduates in the Class of 2011.

- 36 earned a 4.0+
- 50 earned 3.5–3.99
- 100 earned 3.0–3.49
- 100 earned 2.50–2.99
- 75 earned 2.0–2.49
- 4 earned less than a 2.0

Standardized Test Results

85% of the Class of 2011 (310) took the SAT®		67% of the Class of 2011 (245) took the ACT	
Middle 50% Critical reading	480–590	Middle 50% Composite	22–25
Middle 50% Math	500–650		
Middle 50% Writing	490–580		

Advanced Placement Results

- In May 2011, 337 took AP Exams
- A total of 771 exams were taken in 19 subjects
- 51% of the AP Exams received scores of 3 or higher

Post High School Placement

- 71% matriculated to 4-year colleges
- 18% matriculated to 2-year institutions

- 11% selected work, military service or technical instruction

Awards and Distinctions, 2011-12

- 2 National Hispanic Program Scholar Finalists
- 2 National Council of Teachers of English Awards in Writing
- 1 National Merit Finalist

Colleges Attended by [School Name] Graduates from the Last Four Years

<ul style="list-style-type: none"> • Adams State College • Alaska U of Fairbanks • Arizona State University • Arizona, University of • Brigham Young University • Carleton College • Carnegie Mellon University • Coe College • Colorado College • Colorado State University • Colorado, U of Boulder • Cornell University • Denver, University of • Florida Tech • Fort Lewis College • Georgetown University • Grinnell College • Harvard University • James Madison University • Lawrence University • Linfield College • Massachusetts Institute of Technology • Mesa State College • Montana, University of • Nevada, U of Las Vegas • New York University 	<ul style="list-style-type: none"> • Northern Colorado, U of • Pennsylvania State University • Pepperdine University • Puget Sound, University of • Purdue University • Rhodes College • Rochester Institute of Technology • Southern Colorado, U of • Texas Christian University • Truman University • Tulane University • United States Air Force Academy • United States Military Academy • Webster University • Western State College • Wheaton College • William and Mary, College of • Wisconsin, U of Madison • Wyoming, University of • Yale University
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Contact Information

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