

Think of your school profile and transcript as communication tools for an external audience. The goal of these tools is to ensure that your school's graduates are best positioned as candidates for higher education, employment, or military service. Time spent on formatting and presentation is important, as the school profile and transcript are key to communicating to colleges and universities what your school is all about and what you value. It is important to consider how a reader might interpret the information provided on a profile or transcript, and to provide the reader with any supporting information necessary to understand these documents. Use the guidance and examples below to assist you in developing or revising your school transcript. You may also want to view our [guidance on developing transcripts](#).

Profile Checklist

As you look at school profiles online, you'll notice a range of quality and criteria. We recommend that you use this checklist to review and revise your school profile regularly to ensure that the information is up to date and represents your school and students well.

All school profiles should include:

- School mission statement
- Key staff and contact information
- Information about the school community
- Graduation requirements
- Grading and reporting procedures, including a clear explanation of how a grade is derived
- A description of student learning experiences and opportunities, including those that might be unique to your school
- Portrait of a Graduate (also known as Vision of a Graduate) or transferable skills that the school values
- Test scores such as SAT, ACT, AP or IB scores from the most recent cohorts
- Co-curricular activities

Many profiles also include:

- College and university acceptances
- Post-secondary plans, including college, military and career information

For ease of use, profiles should also:

- Be easy to find online through your school's website
- Be in a format that is easy to download and access (such as a PDF)
- Have section headings that are consistent and informative

Example Profiles

Secondary schools have a wide range of school profiles that meet these criteria to varying degrees. Understanding that no one example is perfect, the examples below were selected because they highlight many of the criteria that make a strong school profile.



Baxter Academy for Technology and Science Portland, Maine

Strengths of this example:

- Learning experiences unique to this school
- Graduation requirements
- Clear explanation of how a grade is derived

[View Profile](#)



Farmington High School Farmington, Connecticut

Strengths of this example:

- Vision of a Graduate
- Key staff and contact information
- Information about the school community

[View Profile](#)



Souhegan High School Amherst, New Hampshire

Strengths of this example:

- Learning experiences unique to this school
- Clear explanation of how a grade is derived
- Test scores and performance data from recent cohorts

[View Profile](#)

All examples can be found at: <https://www.greatschoolspartnership.org/resources/grading-and-reporting-for-educational-equity/guidance-for-developing-transcripts/>