**School profile**

Replace document header with school letterhead

**School name:**

**Address:** Include a physical address if possible, rather than a post office box.

**CEEB code:** If your school has a CEEB code, list it. If not, delete this line. It is not necessary to have a CEEB code. This is a number that helps identify universities and schools (primarily in the US) for the purposes of applications and admissions tests. You can find out more information about CEEB codes and check to see if your school has one at: <https://satsuite.collegeboard.org/k12-educators/tools-resources/k12-school-code-search>

**School website:**

**Contact name and title:** List the contact most appropriate to discuss the student’s application, most likely the person acting as the student’s counsellor and completing this form.

**Phone:** +44 XXXX XXXXXX

**Email:**

**Description of the school and community**

**Type of school:** State-funded grammar school, state-funded school, state-funded academy, state-funded comprehensive, independent school, American school overseas, etc.

**School mission:** If your school has a mission, please use this space to summarise the mission in 2-3 sentences.

**Selective admissions policy:** Indicate whether your school has a selective admissions policy. If you do, please describe the selection process here.

**School accreditation:** How can the university confirm your school is accredited in the UK? Include your Department of Education number, UCAS number or other indicators.

**Contextual information about the school:**

Please write a paragraph or two explaining contextual information about your school. Context is really important in a US university application. Numbers alone don’t mean anything so help admissions officers make sense of the numbers and transcripts by providing as much context as possible. Important data points you may wish to include:

* Name of city and town and description of surroundings
* Community information (agriculture, business, diplomatic, rural, urban)
* Number of students eligible for free school meals
* Ethnicity of student’s year group as a percentage
* Students eligible for Education Maintenance Allowance (if applicable)
* Co-ed/single gender
* Demographics of students attending the school (citizenship, gender, etc.)
* Secular vs. non-secular

**Academics**

**Size of graduating class:** Number of pupils in the student’s year group.

**Curricula available and participation rate:** For example: A-levels (85%), IB (15%)

**Grading system and distribution**

Please adjust the table as it is applicable to your school. The information included in the table below is provided for example purposes and should be edited accordingly.

|  |  |  |
| --- | --- | --- |
| **[Insert level of results; e.g. A-level, IB, etc] results** | **Percentage of students receiving result in [insert country] ([insert year])** | **Percentage of students receiving result at our school last year** |
| A\* | 14.5% |  |
| A | 21.4% |  |
| B | 26.3% |  |
| C | 19.9% |  |
| D | 11.3% |  |
| E | 5.0% |  |
| Other | 1.6% |  |

In this section please note if students at your school are restricted to a certain number of A levels or subjects they are allowed to take on or if there were/are scheduling conflicts that affect the number of subjects students can take, etc.

**School leavers**

**Number of students in last graduating class:** The number of students who completed their final year of school in the previous academic year.

**Typical destinations by percent (out of 100%):**

This chart is an example only. Please complete a similar chart showing the destinations of student leavers by percent. You do not have to create a pie chart. If you’d prefer, you can list these in bullet points.

**Number of students at the school who have attended US universities in last five years:** The total number of students from your school in the last five years who have gone on to attend university in the US.

**Names of US universities our pupils have attended in last five years:** Please list the university names, if relevant.