

# Secondary School Report (SSR)/Evaluation Request Form

(Please refer to Cover Letter for Seniors for Deadlines and Procedures). Students must check off all appropriate boxes. If you have not completed all the steps Counselor may not be able to complete your SSR/Evaluation in time.

Name: \_\_\_\_\_ Stu ID# \_\_\_\_\_ Email: \_\_\_\_\_

**Step 1: Please Check the Box if you are only applying to the following Schools:**

- University of California (UC) and/or California State University (CSU including Cal Poly)
- Out of State Schools that DO NOT require a Secondary School Report or Counselor Evaluation

**Step 2: If you are applying to any other schools please list them below and RESEARCH the application requirements before filling in the boxes. It is the student's responsibility to list it accurately.**

Applications Via Common App (Example: USC, Pepperdine)	Application Name (Example: Coalition App, Common App, Georgetown, SendEdu )	Early Action (EA) Early Decision (ED) Regular Decision (RD)	Application Deadline

**Step 3: Must complete all steps listed below and indicate completion by checking the boxes. If items are not complete, deadline has not been met.**

- Attended College Admissions Workshop
- Listed ALL "Colleges I am Applying to" in Naviance
- Completed Senior Brag Sheet 2.0 (Student and Parent) in Naviance – Must be complete before this form is accepted
- Request SSR, in Person with **Counselor by 9/6 for EA/ED or 10/29 for RD (to be checked off by Counselor)**
- Waived FERPA (Recommended) and agree to send Electronic "Secondary School Report" Invitation within 24 hours
- I am taking an active role in my college application process. Therefore, I am prepared to answer or clarify any questions my Counselor may have regarding my school choices and application.
- Student Authorization Form to Release Information (printed and signed) found on Counseling Website and Office)
- My parents and I have read, understand and agreed to all guidelines put forth for Early Action and/or Early Decision

By signing below, all parties understand that the items listed above must be completed on or before the listed deadlines. If student submits requests for a Secondary School Report after the listed deadline and/or less than 3 weeks prior to the first deadline the Counselor may not be able to submit it on time. Student must select their "decision type" on application before Counselor will submit. In addition, you must submit your application before the Counselor will submit the SSR. Please note that the Counselor cannot submit any Reports without the provided electronic link or printed form.

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Student Signature                      Date                      Parent Signature                      Date                      Received Date