Annotated School Profile Template

In spring 2024, Making Caring Common conducted informational interviews with school counselors across the country to learn more about their process for creating and maintaining a school profile. As part of these conversations, Making Caring Common solicited feedback on the unique challenges that accompany developing a profile.

The annotated school profile template below synthesizes many of the responses we received and attempts to show counselors that there are many ways to approach the profile. An editable template is available here.

For more insights and advice, we encourage readers to explore our compilation of 'Best Practices' gathered from our conversations with experienced counselors. We also share how counselors take varying approaches to contentious profile material in "Approaching Challenges in the Profile."

School Name
2024-2025 School Profile

School & Community Context

- School overview and mission statement (approx. 1-3 sentences)
  - School size (grades served/students per grade)
  - School type (traditional public, charter, magnet)
  - Entry requirements (lottery, test-in, neighborhood)
- Community/Neighborhood overview
  - Neighborhood type (urban/suburban/rural)
  - Demographics and/or demographic trends
  - Noteworthy facts (for example, industries or professional fields that dominate the region)

Critical Miscellaneous Intel: If your school community endured a recent natural disaster or major curricular/policy change, consider flagging it on the first page.

Student Demographics

- Race/ethnicity breakdown of the student body.
- Percentage of students who would be first in their family to pursue college.
- Percentage of students who qualify for free or reduced lunch.
- Languages spoken at home.

Programs Offered/Enrollment

Which programs are offered to (or required of) students?

- IB Diploma Program
- AP/Honors Curriculum
- STEM Magnet
- Other distinguishing curricular offerings

Graduation Requirements

Subject	Required	Recommended
Math		
English		
Foreign Language		
Social Studies		
Science		
Fine Arts		
Physical Education		

Potential Additional requirements:

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Contact Information

- School Address
- Main Office Phone
- School Website

- CEEB:

- Principal
- Principal Email

- Asst. Principal
- Asst. Principal Email

Counseling Department

Counselors
- Counselor Name
- Counselor Email
- Counselor caseload
  - (Last Names A-M)

- Counselor Name
- Counselor Email
- Counselor Caseload
  - (Last Names N-Z)

Office Coordinator
- Coordinator Name
- Coordinator Email

Scheduling a Visit
- School visit policy
- School visit registration link

Grade Distribution for Senior Class
Based on 6th Semester Cumulative GPAs.
- Standard Course Grading Scale
- Weighted Course Grading Scale

Class Rank (%)	Weighted GPA	Unweighted GPA
Highest		
10%		
50%		
75%		

SAT/ACT Scores
School policies regarding SAT/ACT
-Do you require students to take the SAT/ACT?
-Does your school provide an exam to all students?

Class Year	Percentage taking exam	Middle 50%	High Score
2023			
2022			
2021			
2020			

Course Listings

While you may not be able to share every course, this section can highlight your most advanced course offerings and provide context for how course sequencing works within your school.

- Indicate student eligibility: *Which students can take these courses? Do they require instructor approval? Are they limited to upperclassmen?*
- Put the rigor in perspective: *What is a standard number of advanced courses for a student to take? Is there a cap on how many advanced courses a student can register for?*
- If your full course catalogue or course sequencing is available on a webpage, you may wish to provide a link here. This can be especially helpful if you offer multiple academic tracks or if it is common for students to take certain courses at regional colleges.

Extra-Curricular Offerings

Athletics	Fine and Performing Arts	Clubs & Student Organizations
- Number of JV/Varsity and/or club sports offered. - Does your school require students to participate in a sport? - Noteworthy accomplishments or recent athletic awards/titles.	- Arts opportunities for students (either in a classroom or extracurricular context). This can include music ensembles, theatrical productions, and potential studio art opportunities. - Does your school require students to participate in an arts elective? - Noteworthy accomplishments within the arts department.	- Number of clubs/organizations available to students. - Sample listing of most popular or unique student organizations. A helpful range might showcase affinity groups, service clubs, and student leadership organizations.

Enrollment Trends

- % attending 4-year institutions
- % attending 2-year institutions
- % enlisting in the military
- % taking a gap year

- % of students attending an out-of-state institution
- % of students attending an in-state institution

- Student achievement awards
  o National Merit Scholars
  o Posse Finalists
  o Questbridge Recipients
  o Etc.

Sample College Destinations

Note that counselors take a range of approaches to determining which colleges to list on a school profile. Some choose to list schools where students are admitted while others just list the schools they matriculate to. Regardless of which schools you choose to include, make sure that your profile clearly states the parameters for your list.

- *School Name*
- *School Name*
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Disciplinary Policies

Since the Common Application no longer requires students or counselors to disclose disciplinary infractions, you may wish to share whether your school has separate reporting policies. For example, you may note that you encourage but do not require students to disclose disciplinary infractions.