



College Official's Report

(For transfer and visiting student applicants)

Students can use this form or the form provided at commonapp.org

TO THE APPLICANT

Please complete the following information. You should then give this form, along with a stamped envelope, to an official at your college/university. **This form must be completed by a dean or other official who has access to your disciplinary record and to your academic record.**

(Please type or print)

Birthdate: ____/____/____ **Gender:** _____ **Social Security No.** _____
(optional)

Student name: _____
Last (family) First (given name) Middle (complete) Jr., etc.

Address: _____
Number & street City State Country Zip or postal code

Current or most recent college/university: _____ **CEEB code:** _____

Dates attending/attended: _____ **Current academic major (if any):** _____

Intended major: _____

	First semester/trimester	Credit value	Second semester/trimester	Credit value	Third trimester	Credit value
Courses in progress:	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____

TO THE COLLEGE OFFICIAL

Reed College finds candid evaluations helpful in choosing from among highly qualified candidates. We are primarily interested in whatever you think is important about the applicant's academic and personal qualifications for college. **If you do not have access to the applicant's disciplinary record and academic record, then you are not eligible to complete this form. Please return it to the applicant.**

Please submit your reference promptly. A photocopy of this reference form, or another reference you may have prepared on behalf of the student, is acceptable. You are encouraged to keep the original of this form in your private files for use, should the student need additional recommendations. We are grateful for your assistance. **Be sure to sign on the back.**

Background Information

Is this student in good academic standing? yes no Is this student eligible to return to your school? yes no
If you answered no to either of these questions, please explain on a separate sheet.

Has this student been involved in any disciplinary action at your school, or are there conduct cases pending? yes no
If you answered yes to this questions, please explain on a separate sheet.

Are there factors—academic, social, or other—that would interfere with this student’s ability to make normal progress toward his/her degree? yes no

Why is this student leaving? _____

Is your report based on records, occasional contact, or close working knowledge?

Additional comments, if necessary.

Signature: _____ Date: _____

College official’s name: _____ Position: _____
(please type or print)

College/university: _____

School address: _____

College official’s phone: (_____) _____ College official’s email: _____

CONFIDENTIALITY Your comments are important to us and we thank you for your cooperation. In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, matriculating students do have access to their permanent files that may include forms such as this one. We do not provide access to admission records to applicants, those students who are denied admission, or those students who decline an offer of admission. We administer all educational policies and activities without discrimination on the basis of race, color, religion, national or ethnic origin, age, disability, or sex.