



PAGE 5 - Part I & II – High School Information & Guidance Evaluation



Page 5 – Part I-Student

- **Student’s name and Social Security number:** Enter your name and the last four digits of your Social Security number.
- **High School:** Enter the name of the high school you attend.
- **Phone number:** Enter the phone number of your high school, as we sometimes need to contact guidance counselors for additional information.
- **High School Address:** List the street, city, state and zip code for your high school.
- **Guidance Counselor:** Provide the title (Ms., Mrs., Mr.), first and last name of your guidance counselor, and an e-mail where he/she can be reached.
- **Student’s signature and date:** provide your signature, which authorizes school officials to release the secondary school record and other required information for consideration to the Phillips Scholarship.
- **Information from High School Transcript:** This information should be on the transcript provided by your guidance counselor for this application. Complete the following as accurately as you are able:
 1. **SAT/ACT Scores:** Provide the highest score for each category (for SAT-Critical Reading, Math, and Writing or for ACT-English, Math, Reading, Science, Writing and Composite). If the SAT or ACT Scores are not on your transcript, a copy of your SAT or ACT score report is acceptable.
 2. **SAT II/Subject Tests & AP Tests:** All SAT II Subject tests and AP tests taken and the scores you have received should be listed. These should also be on your transcript or you may submit a copy of your score report with the application.
 3. **Current Courses:** List all the courses you took first semester in the first semester column and second semester in the second semester column (the courses you are currently taking). If a course is a year-long course, you should list it in both columns. Be sure to include the level of the course (i.e. AP, Honors, College Prep). Page 5 ó Part II of this application asks your guidance counselor for a School Profile, which normally explains course levels. This grid must be filled out; do not enter òsee transcriptö.

Please Note: If your transcript includes only grades, GPA, and/or rank through junior year, request that your guidance counselor include a first semester grade report for senior year with your transcript.

Page 5 – Part II-Guidance

After completing and signing Page 5 ó Part I, you have two choices:

- Submit the rest of your application to the guidance department with a 9ö x 12ö or larger envelope addressed to the Phillips Scholarship. (This will include both the academic and financial sections and supporting documents, Character & Citizenship Assessment Form and additional recommendations.) Guidance will then complete Page 5-Part II and include with Page 5-Part I, the Guidance letter of recommendation, transcript with senior grades and test scores, all in a sealed envelope. That sealed envelope, along with a school profile, will be added to your completed application in the 9ö x 12ö envelope and mailed for you by Guidance.

or

- Obtain the guidance materials from Guidance (Page 5 ó Part I & II, guidance recommendation, and transcript with senior grades in a sealed envelope; and a high school profile). If fall grades are not on the transcript, please include a fall grade report with the transcript. Complete your part of the application and mail it along with the Guidance packet in one 9ö x 12ö or larger envelope. Remember to include the Character & Citizenship Assessment Form. Also, we welcome additional recommendations, which either you or guidance may have on file, and any others that will tell us more about you. Mail all required items together in one packet.

Additional Recommendations are optional but helpful if they specifically address areas other than the guidance recommendation and Character and Citizenship Assessment Form.