

## COLLEGE REPORT (Dean of Students Evaluation)

### Student

Complete the section below *before* giving this form to the Dean of Students at your present college or last college attended. It is your responsibility to check with that office to be sure it has been sent to us. The College Report is not necessarily a personal recommendation, and we realize that the person completing this form may not know you well. However, it supplements your transcript, and your application cannot be processed until this information is received. Your signature below authorizes the college or university to provide the requested information to Macalester.

Student's Name \_\_\_\_\_  
last first middle

Permanent Address \_\_\_\_\_  
number/street/apartment

\_\_\_\_\_ Telephone (\_\_\_\_\_) \_\_\_\_\_  
city state/zip code country area code number

College or University \_\_\_\_\_ Location \_\_\_\_\_

I hereby authorize the college or university named above to release the requested information to Macalester College.

Date \_\_\_\_\_ Signature \_\_\_\_\_

### Dean of Students

The student named above has applied for admission to Macalester College. We would appreciate your providing us with the information below. The student's application is not complete and will not be processed until we have received this form. Thank you.

**Please submit no later than: April 15**

**CONFIDENTIALITY:** Federal law mandates that only *enrolled* students have access to their educational records. Prior to actual matriculation (e.g., during the admission process), applicants do *not* have this right of access. Macalester College guarantees the strict confidentiality of your recommendation because it will be destroyed prior to the student's enrollment and will not become part of his/her educational record.

This student attended your institution from \_\_\_\_\_ to \_\_\_\_\_

Is this student eligible to continue at your institution?  Yes  No

Is this student on probation of any kind?  Yes  No If yes, please indicate the nature of the probation.

Has the student been dismissed, suspended or subject to any school-related or legal disciplinary action while attending your college?  Yes  No

If yes, please indicate the nature of the offense and the action taken.

Do you have any concerns about this student's integrity?  Yes  No

If you are aware of the reason(s) this student is seeking to transfer, please comment:

Have any special circumstances interfered with the applicant's academic achievement  
(e.g., health, family, employment or other commitments)?  Yes  No If yes, please elaborate.

Please tell us what you can about the student's notable achievements, awards or leadership positions.  
Comments on the student's character and personal traits are especially helpful.

Please note any other information you think we should know before we make an admission decision on this candidate.

The preceding information is based on:  Information in files  Personal knowledge

How do you recommend this student for admission to Macalester College?

I do not recommend  I recommend with reservations  I recommend

Name \_\_\_\_\_ Title \_\_\_\_\_  
*print or type*

School \_\_\_\_\_ E-mail \_\_\_\_\_

School Address \_\_\_\_\_ School Phone (\_\_\_\_\_) \_\_\_\_\_  
*number/street* *area code* *number*

\_\_\_\_\_ School Fax (\_\_\_\_\_) \_\_\_\_\_  
*city* *state/zip code* *country* *area code* *number*

Date \_\_\_\_\_ Signature \_\_\_\_\_

**Please mail to:**

Office of Admissions, Macalester College, 1600 Grand Avenue, St. Paul, Minnesota 55105-1899, U.S.A. Toll free: (800) 231-7974 FAX: (651) 696-6724