

JUNIOR DATA SHEET

Make a **DATA SHEET** on yourself. **IT MUST BE TYPED.** Follow a format that best describes you. Include as many of the following categories as you can; omit the ones you do not use. When you request that a transcript be sent to a school, your data sheet is included. Your transcript shows only your academic records; the data sheet helps give a complete picture of your high school career, and it is used by a school to help determine scholarship eligibility. If you update your data sheet at any time, please bring the new copy into the Guidance office.

LAST NAME, FIRST NAME

Address

Telephone Number

Date of Birth

G.P.A. and Class Rank (Optional—this will be on your transcript.)

ACT and/or SAT (Optional—these will be on the back of your transcript. If included, be sure to list scores received and date of test. ACT needs just the composite score.)

EXTRA-CURRICULAR ACTIVITIES (list type of activity and year involved)

In School – List years 9, 10, 11, 12

Out of School – List years 9, 10, 11, 12

OFFICE AND POSITION OF LEADERSHIP

List name of club/organization, office held, and year involved 9, 10, 11, 12

SCHOLASTIC HONORS AND AWARDS (be specific with the name and why received)

List name of honor, by whom it was given, and year received 9, 10, 11, & 12

CAMPS, WORKSHOPS, ETC.

List both academic and/or athletic events – include name of camp and year 9, 10, 11, 12

WORK EXPERIENCE

Start with most current name of employer and job title. List back at least 3 jobs if possible – use dates showing length of time worked.

COMMUNITY SERVICE/VOLUNTEER WORK

List what organization you worked with, what you did, number of hours given and year 9, 10, 11, & 12

**Drop a copy of your completed, typed data sheet in the data sheet box in the
Guidance Office on/or before April 27, 2012.**

Keep a copy of your data sheet for your personal reference.