

## Understanding the Student and Teacher/Counselor Reports

**Student reports** will include the following columns:

**Applicant's first name**

**Applicant's last name** – Reports are alphabetized by last name

**School district** – Your school district's name will appear here

**Public school** – Student high school name will appear here

*Private/Independent schools will not have school district or school name included in their reports.*

**Nomination area**

**GHP Nominees - Provide contact information for primary parent/legal guardian** – Complete or Incomplete.

- ) This ONLY indicates whether the student has *entered* the primary parent/legal guardian contact information. The task generates an email to the designated individual with a link to the Parent/Legal Guardian Permission Form. **PLEASE NOTE that students cannot request teacher recommendations or verification until a parent/legal guardian completes the form.**

**GHP Nominees – Primary Parent/Legal Guardian Permission** – Complete or Incomplete

- ) This indicates if the parent has completed the required permission form which allows the student to complete the GHP online application. If this is **Incomplete**, the student will **not** have access to the online application tasks and cannot submit the application.

**GHP Nominees - Student Profile** – Complete/Incomplete

**GHP Nominees – Provide Contact Information: Recommending Teacher** – Complete/Incomplete

- ) Only indicates a name/email address has been entered for a recommending teacher. This does **not** indicate if the teacher has completed the recommendation.

**GHP Nominees – Provide Contact Information: Counselor/Administrative Designee** – Complete/Incomplete

- ) Only indicates a name/email address has been entered for the counselor/administrative designee. This does **not** indicate if the counselor/administrative designee has completed the verification.

**Stage completion (%)** – Indicates percentage of the total application completed.

- ) The only individual component we cannot provide is the completion of each subject area task, however, “stage completion” does include the required subject task data. Therefore, if all other columns read complete, but the stage completion is less than 100%, then student has not completed the subject area task and submitted the application.

**Teacher/counselor report** will include the following columns:

*(An example of how to read the report is included at the end.)*

**Applicant’s first name**

**Applicant’s last name**

*The GHP nominee is listed twice so that information for the teacher and counselor request can be viewed individually. In most instances, the teacher recommendation is the first listing and the counselor is the second listing. If a student name is only on your report once, then one of the recommendation/verification tasks has not been submitted by the student.*

**Nomination Area**

**School district**

**Public school**

*Private/Independent schools will not have school district or school name included in their reports.*

**Email:** The email address the student submitted the request to.

**Teacher Information | Teacher Name**

- ) The name of the teacher/counselor the student requested will appear here. If it is blank, the teacher has NOT entered the GHP online application system and started the form.
  - o *A “blank” column may also mean the teacher has not received the request from the student. Please check the email address submitted and work with the student to verify this is the correct email address.*

**Recommendation Form – Teacher (Completed)**

- ) If the teacher completed the recommendation form, this column will be marked TRUE. If the form has NOT been completed, the column will be marked FALSE.

**Counselor or Administrative Designee | Counselor/Administrative Designee Name**

- ) The name of the counselor/administrative designee the student requested will appear here. If it is blank, the counselor has NOT entered the GHP online application system and started the form.
- o A “blank” column may also mean the counselor has not received the request from the student. Please check the email address submitted and work with the student to verify this is the correct email address.

**Verification Form – Counselor/Administrative Designee (Completed)**

- ) If the counselor completed the recommendation/verification form, this column will be marked TRUE. If the form has NOT been completed, the column will be marked FALSE.

**Relationship:** Description the student entered for the person submitted in the request.

- ) This column provides a description of how the student knows the person. It will be helpful with identifying who is the teacher or counselor/administrative designee.

**How to Read the Teacher/Counselor Report**

Applicant's first name	Applicant's last name	NOMINATION AREA	Select your school district. (If homeschooled, please select your designated school district.)	Select your public school.	Email	Teacher Information   Teacher Name:	Recommendation Form - Teacher (Completed)	Counselor or Administrative   Name of the counselor or administrative designee:	Verification Form - Counselor/ Administrative Designee (Completed)	Relationship
Owen	Mong	Science	Cumberland County	Cumberland High School	<a href="mailto:rparmer@email.me">rparmer@email.me</a>		FALSE		FALSE	Mr. Parmer is my teacher at Cumberland High School for the past two years. He was my 10th grade Honors Chemistry teacher.
Owen	Mong	Science	Cumberland County	Cumberland High School	<a href="mailto:jdasher@email.me">jdasher@email.me</a>		FALSE	Jordan Dasher	TRUE	Mr. Dasher is my school's guidance counselor.
Trevor	Cason	Visual Arts	Cumberland County	Pine Forest High School	<a href="mailto:mmong@email.me">mmong@email.me</a>	Marlo Mong	TRUE		FALSE	She is my Art History teacher. She also taught my ceramics class.
Trevor	Cason	Visual Arts	Cumberland County	Pine Forest High School	<a href="mailto:jnoland@email.me">jnoland@email.me</a>		FALSE	Julie Noland	FALSE	GHP Coordinator at my school
Steve	Korwan	World Languages	Cumberland County	Pine Forest High School	<a href="mailto:jlundberg@email.me">jlundberg@email.me</a>	Jackie Lundberg	TRUE		FALSE	Mrs. Lundberg is my French 3 teacher. She has all my French classes.
Steve	Korwan	World Languages	Cumberland County	Pine Forest High School	<a href="mailto:cgood@email.me">cgood@email.me</a>		FALSE	Cayanna Good	TRUE	Dr. Good is the junior counselor at my school.

Example 1:

Owen Mong has made a teacher recommendation request to [rparmer@email.me](mailto:rparmer@email.me). He is Owen's science teacher. Mr. Parmer is not entered the online application yet and the recommendation form is not complete. Owen also made a counselor verification request to Jordan Dasher, [jdasher@email.me](mailto:jdasher@email.me). He is the high school counselor. Mr. Dasher has entered the online application, and has finished the counselor verification.

Example 2:

Trevor Cason has made both of his recommendation requests to [mmong@email.me](mailto:mmong@email.me) and [jnoland@email.me](mailto:jnoland@email.me). Marlo Mong is the teacher recommender and has completed the teacher recommendation form. Julie Noland is the administrative designee and has started the verification form but has not completed it.

Example 3:

Steve Korwan is a World Languages nominee from Pine Forest High School. He has submitted both of his requests to his teacher and counselor. The teacher recommendation has been completed and the counselor verification has been finished, too.