

6th Semester Academic Information Rank-in-Class Roster

6th Semester Class Size
(as of June 2011) _____

Unweighted GPA
Scale _____

Date: _____

Please review the instructions on the back of this form before completing the roster. List students **alphabetically by last name**.

Student's Name (Last, First, Middle Initial)	Social Security Number	Address City, State, Zip Code	Birthdate (mm/dd/yy)	Rank	Unweighted GPA	*Test Score & Test Date

All academic information provided must be based on sixth semester data as of June 30, 2011. The sixth semester is defined as the third semester prior to graduation.

If a school does not rank, an unweighted GPA must be provided for each student. If a school ranks, the rank should be based on the unweighted GPA.

* Schools have the option to provide the highest ACT or SAT scores for tests taken between September 1, 2010 and June 30, 2011.

High School Name

ACT High School Code

High School Address

City

State

Zip Code

Rank-in-Class Roster Instructions and Reminders

- A *Rank-in-Class Roster* must be completed for any student who should be considered for an HSSP award but does not appear on the *HSSP 6th Semester Academic Information Roster*. Please use unweighted GPAs. Only students who rank in the top 50% of the class should be considered. If a school ranks, the ranks should be based on the unweighted GPA. **The sixth semester is defined as the third semester prior to graduation.** Some reasons a student would be added to the *Rank-in-Class Roster* include:
 - a student who ranks in the top 5% of the class as of the sixth semester, June 30, 2011, but does not appear on the *HSSP 6th Semester Academic Information Roster*;
 - a student who has transferred to your high school from another high school prior to completing the sixth semester; or
 - a student with an invalid graduation date and/or invalid grade level as part of their test results.
- High schools complete the roster by providing this information (**list students alphabetically by last name on the roster**):
 - the class size at the end of the sixth semester;
 - unweighted GPA scale
 - student's name (last, first, and middle initial);
 - student's Social Security Number (student ID number is acceptable if that's your only option);
 - student's address;
 - student's date of birth;
 - student's rank-in-class and GPA (unweighted) at the end of the sixth semester;
 - ACT or SAT scores for all tests taken between September 1, 2010, and June 30, 2011;
 - the test date of each test reported;
 - the high school's name;
 - the six-digit ACT high school code number;
 - the high school's address.
- After completing the *Rank-in-Class Roster* with the required information, keep a copy for your records, and fax the completed roster(s) to: 847.831.8549 or mail to the following address.

D2A, School Services Department
Illinois Student Assistance Commission
1755 Lake Cook Road
Deerfield, IL 60015-5209