** Conduct status for every class is required for each student. **

---

Date: January 14, 2019

To whom it may concern,

The following [Name of School] student submitted an application to attend the Prefreshman Engineering Program for this summer.  

[ Name of Student ]

[ Student School District ID or Texas Student Data System (TSDS) Unique ID. ]

As per my observations and discussions with teachers, the student mentioned above has a conduct and behavior that is: *(checkmark only one item below.)*

- ________ Exemplary
- ________ Satisfactory
- ________ Needs Improvement
- ________ Unsatisfactory.

Sincerely,

[ Signature of Academic Counselor ]

[ Printed Name of Academic Counselor ]

Academic Counselor or similar title

[ Phone Number ]

[ Email Address ]