Counselor Evaluation Form

Secondary School Report for students attending school in the U.S. and American and International Schools outside the U.S. This completed form is required for freshman admission. Students should complete Section I and submit the form to their high school counselor.

SECTION I (To be completed by student/applicant)

I am applying for: ☐ Early Decision (Nov. 1 deadline)
☐ Early Action (Nov. 10 deadline)
☐ Final Deadline admission (Jan. 10 deadline)

Full name: ____________________________________________ Date of Birth: __________________________

Mailing address: ________________________________________________________________________________
Number and Street
___________________________________________________________________________________________
City                                                                                                       State          ZIP or Postal Code
Telephone

I recognize the confidential nature of this document and  ☐ I do        ☐ I do not  waive my right to access.

Student’s signature: ____________________________________________ Date: __________________________

SECTION II (Counselors complete Sections II and III and forward the form with official high school transcript(s) to the Elon Admissions Office. If homeschooled, please have a teacher/professor write a letter of recommendation. )

High school: ____________________________________________ High school CEEB: ______________
Telephone: (_____________) __________________________ FAX: (_____________) ______________________
Counselor’s name: ________________________________________ Counselor’s e-mail address: ______________

Is applicant enrolled in post graduate year? _____ Is applicant planning to graduate early? _____ Expected graduation date: ______________

The applicant’s rank is __________ in a class of __________ (This information may be considered in merit-based scholarship decisions.)

If your school does not rank, indicate student’s decile from the top: __________ in class of __________

The applicant’s   ☐ weighted   ☐ unweighted grade point average is _______ on a scale of ☐ 4.0  ☐ 100  ☐ Other: ______________

If your school’s grading system is not on the transcript, list numerical grade equivalents:   ______ A    ______ B    ______ C    ______ D   ______ F

The applicant’s course selection relative to courses available at your high school is:

☐ Most demanding  ☐ Very demanding  ☐ Demanding or Standard College Prep  ☐ Less demanding

Please list percentage of class attending: 4-year college or university _____ 2-year college __________

SAT I Exams: Date _______ Critical Reading _____ Math _____ Writing _____ ACT Exam: Date _______ Composite _______
Date _______ Critical Reading _____ Math _____ Writing _____ TOEFL Exam: Date _______ Computer/Paper/Internet circle one

SENIOR YEAR COURSES (if not listed on transcript): Please note: If a student is taking any college-level courses in a dual-enrollment program, an official transcript from that institution will be required if the high school does not incorporate the courses.

<table>
<thead>
<tr>
<th>First term</th>
<th>Grade if available</th>
<th>Second term</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

continued on back
**SECTION III (To be completed by counselor)**

How would you compare the applicant to his/her entire class? Please check the single most appropriate box in each category.

<table>
<thead>
<tr>
<th>Qualities</th>
<th>Below Average</th>
<th>Average</th>
<th>Good (above average)</th>
<th>Excellent (top 15% this year)</th>
<th>Outstanding (top 5% this year)</th>
<th>One of the top few I have encountered in my career</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Character and personal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leadership</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall comparison to classmates</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please indicate the length of time you have worked with this student._______________________________________________

Is the academic record of this student an accurate indication of the student’s ability? □ Yes □ No □ No basis for judgment

As guidance counselor, I:

- □ highly recommend this student
- □ recommend this student
- □ recommend with reservations
- □ have no basis for judgment

The Admissions Committee finds personal comments a very helpful guide in the admission process. We greatly appreciate a frank and full statement about this applicant. You may attach a recommendation if you wish or indicate that you would like to have a personal conversation with an admissions counselor.

**COMMENTS:**


Please return this form and official high school transcript(s) to:
Elon University, Office of Admissions, 2700 Campus Box, Elon, NC 27244 USA

**Counselor’s signature:**

In view of the Family Education Rights and Privacy Act of 1974, it is the policy of Elon University to destroy all evaluations used in the admissions process as soon as the final decision is made and no later than the day before the new student registers.