Emory & Henry College
Office of Admissions
P.O. Box 10
Emory, VA 24327-0010
www.ehc.edu • 800-848-5493

E&H
FOUNDED 1836

TEACHER/COUNSELOR EVALUATION FORM AND TRANSCRIPT REQUEST

PART ONE (to be completed by the student/applicant)

Full Name: _____

Mailing Address: _____

_____

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

Signature _____ Date _____

PART TWO (to be completed by student's counselor. Please send this form along with a copy of the student's official transcript and testing record, if available.)

Counselors: In an effort to evaluate our applicants on the basis of character as well as academic maturity and capability, we hope that you will share the following information about this student.

High School: _____ CEEBs: _____

Telephone: _____ Fax: _____

Counselor's Name: _____ Counselor's Email Address: _____

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

If not stated on the high school profile, please list the percentage of class attending: 4-year college or university _____

2-year college_____

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.

FIRST TERM	GRADE IF AVAILABLE	SECOND TERM

PART THREE (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.

Qualities	Below Average	Average	Good (above average)	Excellent (top 15% this year)	Outstanding (top 5% this year)	One of the top few I have encountered in my career
Academic						
Character and personal						
Leadership						
Overall comparison to classmates						

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 find 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.

Comments:

Counselor's Signature: _____ Date: _____

Please return this form and official high school transcript(s) to:
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Emory & Henry College
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