



Guidance Counselor Evaluation

To Be Completed by the ApplicantStudent's Name (*please print*): _____Student's Signature (*to authorize release of information*): _____

Student's Date of Birth: _____ Name of High School: _____

High School City/State: _____

Dear Counselor,

For many years, a faculty-approved policy at Berea College has required that every student offered admission meet specific academic criteria, including the consideration of a student's actual class rank. While class rank is not the only factor considered, it is a measure that can be useful in determining a student's academic preparation, as well as any need for remediation. It is also a required component of athletic eligibility in the National Association of Intercollegiate Athletics (NAIA), of which Berea is a member institution.

While we recognize that some school systems prefer not to calculate class rank until later in the year, as well as the fact that some site-based councils and school systems do not permit the release of class rank information, submission of this information may be vital to the final determination of admission and scholarship for this student. Class rank is viewed as an essential component of all admissions decisions at Berea College. Your assistance on behalf of this applicant is very much appreciated.

You may submit the student's current class rank or indicate the range in which the student's rank falls. If your school includes class rank on the official transcript, please indicate such below.

Thank you for the efforts you put forth in the service of students. If we may be of any assistance to you, please feel free to contact us.

Sincerely,
The Admissions Team

To Be Completed (and Submitted) by the High School Guidance CounselorYour name (*please print*): _____

Phone _____ E-mail _____

Student's rank in class is _____ out of _____ students. If a precise rank is not available, please indicate the appropriate percentile range below:

- 90-100% 80-89% 70-79% 60-69% 59% and below

To the best of your knowledge, how often has this student taken advantage of available classes for college preparation (e.g. A.P., Honors, college courses, etc.)

- Always Almost Always Sometimes Almost Never Never

Your High School provides Class Rank information on the Official Transcript: Yes No_____
Counselor Signature

Please return this completed form to:
Berea College Office of Admissions
CPO 2220, Berea, KY 40404
Fax: 859.985.3512

Official High School Stamp or Seal: