

Providence Hall High School

# Academic Letter Application

The Academic Letter is intended to recognize and reward those students who demonstrate and maintain academic excellence in the classroom. Students who achieve the requirements **AND** fill out and turn in this application by the 1<sup>st</sup> Friday in April will be invited to attend an Academic Award breakfast where they be recognized for their accomplishments. *Parents and students will receive an official invitation upon verification.*

1 <sup>st</sup> Letter	2 <sup>nd</sup> Letter	3 <sup>rd</sup> Letter	4 <sup>th</sup> Letter
<b>Requirement:</b> Any three quarters from 9 <sup>th</sup> -12 <sup>th</sup> grades in which you received a 3.7 GPA or better. <i>These quarters do NOT need to be consecutive.</i>	<b>Requirement:</b> Three additional AND consecutive quarters in which you received a 3.7 GPA or better each quarter.	<b>Requirement:</b> Three additional AND consecutive quarters in which you received a 3.7 GPA or better each quarter.	<b>Requirement:</b> Three additional AND consecutive quarters in which you received a 3.7 GPA or better each quarter.

**STEP 1:** Mark the quarters in which you received a 3.7 GPA or better.

Grade	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
9 <sup>th</sup>				
10 <sup>th</sup>				
11 <sup>th</sup>				
12 <sup>th</sup>				

**STEP 2:** Mark any previous Academic Letter(s) you have already received.

1 <sup>st</sup> Letter		2 <sup>nd</sup> Letter		3 <sup>rd</sup> Letter		4 <sup>th</sup> Letter	
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**STEP 3:** Which Academic Letter(s) are you requesting?

1 <sup>st</sup> Letter		2 <sup>nd</sup> Letter		3 <sup>rd</sup> Letter		4 <sup>th</sup> Letter	
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**STEP 4:** Take this sheet to the registrar and request a copy of your transcript.

**STEP 5:** Staple this application to your transcript.

**STEP 6:** Give your application and transcript to Ms. Melissa McPhail.

If you have any questions they should be directed to Ms. McPhail via email, [mmcphail@providencehall.com](mailto:mmcphail@providencehall.com)