

Providence Hall High School

Academic Letter Application

The Academic Letter awarded by the Academic Director of Providence Hall High School 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 2nd 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 st Letter	2 nd Letter	3 rd Letter	4 th Letter
Requirement: Any three quarters from 9 th -12 th grades in which you received a 3.7 GPA or better. <i>These quarters do NOT need to be consecutive.</i>	Requirement: Three additional AND consecutive quarters in which you received a 3.7 GPA or better each quarter.	Requirement: Three additional AND consecutive quarters in which you received a 3.7 GPA or better each quarter.	Requirement: 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 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
9 th				
10 th				
11 th				
12 th				

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

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

1 st Letter		2 nd Letter		3 rd Letter		4 th 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, Academic Director.

If you have any questions they should be directed to Ms. McPhail via email, mmcphail@providencehall.com