

# APPLICATION FOR BUSINESS ACADEMIC LETTER

[Business, Marketing, & IT (Digital Media and Web Dev.) courses all qualify as *business classes* at PHS]

Name \_\_\_\_\_ Student Number \_\_\_\_\_ Circle Current Grade Level: 9 10 11 12

## IMPORTANT NOTES (PLEASE READ):

1. You must submit a separate application form for each level of lettering.
2. Check the appropriate boxes for the level and option that apply:
3. If you qualify for a 5<sup>th</sup> level, you will receive the Masters of Business Academics (MBA) award.

### LEVEL ONE (YOU MUST COMPLETE ONE FULL OPTION LISTED BELOW)

#### OPTION 1

1. One semester business class (beyond Business Office Specialist and Financial Literacy) in which you earn an A or A- semester average. (*attach a transcript and highlight the course*) AND
2. Membership in DECA. *Advisor signature:* \_\_\_\_\_

#### OPTION 2

1. Completed one semester of *Upper Level* Business Office Specialist in which you earn an A or A- semester average. *Teacher signature:* \_\_\_\_\_

#### OPTION 3

1. Two semester business classes (beyond Business Office Specialist and Financial Literacy) in which you earn an A or A- semester average for each class. (*attach a transcript and highlight the courses*)

### LEVEL TWO\* (YOU MUST COMPLETE ONE FULL OPTION LISTED BELOW)

### LEVEL THREE\* (YOU MUST COMPLETE ONE FULL OPTION LISTED BELOW)

### LEVEL FOUR\* (YOU MUST COMPLETE ONE FULL OPTION LISTED BELOW)

### LEVEL FIVE\* (YOU MUST COMPLETE ONE FULL OPTION LISTED BELOW)

#### OPTION 1

1. One semester business class (beyond Business Office Specialist and Financial Literacy) in which you earn an A or A- semester average. (*attach a transcript and highlight the **unique** course—not used previously*) AND
2. Complete one of the following (**\*EACH LEVEL MUST INVOLVE A DIFFERENT ITEM**):
  - Participate in a business club competition. Club \_\_\_\_ Event \_\_\_\_ Date \_\_\_\_\_
  - Pass a business-related Utah CTE Skill Exam. State Competency \_\_\_\_\_
  - Attend a business club leadership conference. Month \_\_\_\_\_ Year \_\_\_\_\_
  - Be the PHS Business Sterling Scholar or Alternate. Year \_\_\_\_\_
  - Complete an approved internship in business, marketing, digital media, or web development. School Year \_\_\_\_\_ Area \_\_\_\_\_
  - Become a Business Pathway Completer. Business Pathway \_\_\_\_\_
  - Receive other business department-related awards awarded while at PHS. Other award \_\_\_\_\_*Appropriate advisor or teacher signature:* \_\_\_\_\_

#### OPTION 2

1. Two semester business classes (beyond Business Office Specialist and Financial Literacy) in which you earn an A or A- semester average for each class. (*attach a transcript and highlight the **unique** courses—not used previously*)

Applications Due: May 3, 2024

Letters Awarded by: May 17, 2024