Academic Letter Application

Name:_____ Email: _____
(Print legibly or type – spelling will be used on your certificate)

Academic Letter: _____
List the Academic Department you are applying for. Qualifications are available on the College and Career Center Webpage.

STEP 1 *– Describe how you have completed the requirements for your specific academic letter in the space below. (You do not have to use all the spaces) Attach the necessary documentation or signatures to validate you have met all the qualifications and have given enough detailed information for a decision to be made.*

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Department Approval – To be completed by Department Chair

_____ _____
Department Chair Name (Please Print) Department of Department Name

_____
Date

STEP 2 *– Print a copy of historical grades in PowerSchool and attach it to this paper.*
On your historical Grades, highlight all classes and grades received pertinent to the academic letter department requirements. Highlight Cumulative GPA on Historical Grades if that is a requirement for the Academic Letter.

STEP 3 *– Submit your completed application to the correct department chair for review and their Signature.*

Completed Academic Letter Applications are due to the department chairs no later than May 6, 2022 for review. Students who qualify for academic letters will be notified prior to graduation. See the list below for the department chair over each academic letter.

Ballroom – Angela Williams
Business – Chris Eady
Computer Tech – Chelsey Beck
Dance – Jocelyn Smith
Debate – Sarah Woolley
Drama – Robert Bauer
English – Mr. Ricci
ESL – Erica Larsen
FACS – Camille Williams
Mathematics – Melanie Nelson
Medical – Patty Fahringer
Music – Kenny Wise
Service Learning – Jeri Marshall
Science – Lorien Francis
Social Studies – Kayli Wakefield
Student Leadership –Lorien Francis
Skilled and Technical Education – Kaleb Money
Visual Arts – James Rees
World Language – Michael Bradley

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DEPARTMENT REQUIREMENTS FOR ACADEMIC LETTERS

BALLROOM

If you have competed at the UBEA State Title match or nationals in one of the following ways: team match, Medley, or competitive couple and if you win any of the above categories, you automatically get a letter.

To letter in ballroom you must accumulate 150 points throughout the year. Each year the points start over.

a. Each competition entered but not placing in the top 6 = 5 pts/event
b. Top six of team match, medley or individual competition (MUST HAVE HAD A SEMI-FINAL TO QUALIFY)= add 5 pts/event
c. Having a 3.0 GPA each term = 5 pts per term
d. Serving as an officer or a parent on the parent committee presidency = 10 pts
e. Choreographing a routine = 20 pts
f. Getting 3 sponsors or participating in all fundraising events = 10 pts
g. Outside performances (not including assemblies) = 5 pts

SPECIAL PROJECTS WILL BE ACCEPTED WITH PRIOR PERMISSION AND WRITE UP.

BUSINESS

Students can earn up to 5 academic letters in business at PHS. Students will need to complete the application to be considered for Academic Letter.

Level 1 – Complete one of the following options.

1. Complete a one semester business class (beyond the digital studies requirement and Financial Literacy) with an A- or higher average and a member in FBLA or DECA.
2. Complete two semester business classes (beyond the digital studies requirement and Financial Literacy) with an A- or higher average.
3. Complete one semester of upper level Digital Studies.

Level 2 – 5 – Complete one of the following options

1. Complete a one semester business class (beyond the digital studies requirement and Financial Literacy) with an A- or higher average and complete one of the following (each level must involve a different item).
    a. Participate in a business club competition.
    b. Attend Business Week.
    c. Attend a business club leadership conference.
    d. Be the PHS Business-Computer Technology Sterling Scholar or Alternate.
    e. Pass a business-related state competency.
    f. Complete an approved internship in business, marketing, or computer science.
    g. Receive other business awards at PHS.
2. Complete two semester business classes (beyond digital studies and Financial Literacy) with an A- or higher average.

COMPUTER TECHNOLOGY

1. Complete an Information Technology Career Pathway.
2. Maintain at least a 3.7 GPA in computer science classes.
3. Participate in at least one computer competition or festival or serve the school through computer technology skills.
4. Be the Computer Techology Sterling Scholar or Alternate.

DANCE

Students will need to complete 1, 2, and 3 or requirement 4 to be considered for Academic Letter.

1. Been in Dance for 3 years at Provo High School.

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2. Maintain a 3.5 GPA in dance.
3. Choreograph at least 2 dances during their time at Provo High School.
4. Selected as PHS Sterling Scholar or alternate.

DRAMA

1. Participate in plays and/or drama competition.
2. Membership in Drama Club.
3. Attendance in Drama Class.

ENGLISH

Academic letters in English can be earned at the end of each year.

Achieve one of the following:

1. Pass three honors and one AP class, Introduction to Writing (CE), over the course of four years with a B+ grade or better each term.
2. Two years of honors and two years of AP with a B+ or better each term.
3. Be selected as the Sterling Scholar or Alternate.
4. Achieve a score of 28 or higher o the ACT English section or 620 on the SAT.
5. Be named as National Merit Semifinalist or Finalist on the PSAT.
6. Pass either the AP Literature and Composition or the AP Language and Composition Exam with a 3, 4, or 5 score.

Complete one of the following (verification required):

1. Serve one semester as a reading aide or tutor for literacy at elementary schools.
2. Volunteer at the Provo High School Library or the public library for one semester.
3. Attend two or more lectures or symposiums on literature and writing at a college or university (BYU, UVU, SUU, etc.)
4. Attend three or more live professional or university dramatic productions.
5. Submit two or more poems, stories, or essays to BYU or community contests.
6. Publish an editorial or column in the Daily Herald, The Salt Lake Tribune, or the Deseret News.
7. Achieve state placement in Utah Activities Association Speech and Debate.
8. Read four or more pieces of literature listed on the English Department reading list beyond what is read for course work or summer reading.

ESL

English as a Second Language (available to students who are, or were, listed as an English Language Learner on Provo City School District database). You do not have to have been enrolled in any ESL classes in high school to qualify for this letter.

1. Maintain a B (3.0) overall GPA
2. Maintain a B+ (3.4) average in all ESL classes and/or a C+ (2.4) average in mainstream English classes.
3. Demonstrate increases in all areas (oral, reading, writing) of English proficiency on annual testing.
4. A) Participate in an extra-curricular club or activity at Provo High that requires the use of English (signature or advisor/coach required), or B) Document the use of English outside of the school (letter from employer, etc. for verification

FAMILY AND CONSUMER SCIENCE

1. Take 1 class in at least two of the FACS areas
2. Earn an A (4.0) in each class.
3. Be a member of Future Career and Community Leaders of America, (the state and national organization) during the junior and senior year.
4. Be the Sterling Scholar or Alternate (this automatically qualifies you)

MEDICAL

1. Biology or Human Biology with a B or better.
2. Physiology with a B or better.
3. Medical Terminology and EMS or 1 year of Sports Medicine with a B or better
4. 40 hours of Medical Internship
5. CPR Certification

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MATHEMATICS

Earn a 3.7 GPA in Mathematics classes and any one (1) of the following:

1. Earn the Sterling Scholar Nomination as a finalist or alternate.
2. Take AP Calculus or Statistics with a recommendation from the AP teacher.
3. Score a 23 on the ACT Mathematics section of the test, or a ? on the SAT Mathematics section.
4. Score above 100 on the National Math Exam.

MUSIC

Complete one of the following:

1. Receive three (3) superior ratings at a Large Ensemble Region Festival.
2. Receive two (2) superior ratings at a Large Ensemble State Festival.
3. Receive two (2) superior ratings at a Region Solo/Ensemble Festival.
4. Receive one (1) superior rating at a State Solo/Ensemble Festival.
5. Receive one (1) superior rating at a Region Madrigal or Jazz Festival.
6. Be the Sterling Scholar, All-State Participant, Concerto/Aria Soloist, or other special recognition.

SCIENCE

It is possible for a student to letter in science each year while they attend Provo High School. Lettering in science shows a student's individual dedication and initiative towards the scientific disciplines. It is highly encouraged for students to apply for Science Letters if they are considering applying for State Sterling Scholar in Science from Provo High School.

Essential Category

Achieve the following:

a. Complete a full-year science class with a minimum grade of A- for all four terms
b. Complete an AP or Concurrent Enrollment (CE) class with a minimum grade of B all 4 terms

In addition to completing the Essential Category, students must earn a minimum of 4 points from the following Optional Assignments listed below. Optional Assignments must be completed within one year of application for the Science Letter and **documentation proof of optional assignments must be attached to application**.

Fraudulent credentials for optional assignments will disqualify students from attaining a Science Academic letter in the current or subsequent years. Previous awards may be revoked.

Optional Assignment	High (4 points each)	Medium (2 points each)	Low (1 point each)
Sterling Scholar	Be selected as PHS Sterling Scholar in Science.	Be selected as PHS Sterling Scholar in Science Alternate.	Apply for Sterling Scholar, listing Science as first choice.
AP Testing	Pass an AP Test (score 3,4,5)	Demonstrate learning for an AP test (score 2)	Take an AP test
CE Testing	Pass a comprehensive CE test with an A	Pass a comprehensive CE test with a B	Pass a comprehensive CE test with a C
Competitions	Receive First Place at a science competition	Receive recognition at a science competition	Attend and participate in a science competition
Student Organizations	Be an officer in a State sanctioned organization	Be a member in good standing in a State sanctioned organization	Participate in a PHS science club
ACT Score	Score 32 or above on ACT Science	Score 28-31 on ACT Science	Score 24-27 on ACT Science
Career Readiness	Complete an internship through PHS in a Science area	Perform 40 hours of science-related community service	Do one day of science-related job shadowing with written reflection
Educational Opportunities	Take 2 Science AP/CE classes in the same school year.	Take 1 Science AP/CE class with another regular education science class in the same school year.	Take 2 regular education science classes in the same school year.
Higher Education Connections	Enroll in and complete a university extension science class	Attend a university symposium/field trip	Take a tour of a university science department
Independent research (prior Science Department approval required)	Complete an independent science research project with log book (minimum 40 hrs)	Complete an independent science research project with log book (minimum 20 hrs)	Complete an independent science research project with log book (minimum 10 hrs)

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SERVICE LEARNING

100 hours of Community Service to be completed during high school

1. Fifty (50) service hours must occur during your senior year. The additional fifty (50) hours may accumulate from the freshman through junior years.
2. 60% of your service hours must be community based and donated as an individual.
3. 40% of your service hours may be a part of a school or community group (service hours must be community based not for school purposes such as raising funds to pay for school or athletic fees – school clubs raising funds to donate to a hospital or charitable organization can be counted as service hours).
4. Service hours cannot be part of attendance or school credit make-up.
5. Service hours cannot be counted if completed during school hours or if the student is receiving school credit for the project. (For example: medical internships at the hospital are not service hours, but service as a candy striper counts).
6. Each service experience must be accompanied by a signed Volunteer Sponsor Verification Form.
7. Service hours cannot be counted if receiving personal recognition or awards for service. Letters of support from the organizations that have had service provided documenting the number of hours donated will be required.

SKILLED & TECHNICAL EDUCATION

Achieve the following:

a. Take at least 3 classes in the one of the sub-categories below of Automotive, Drafting, Electronics/Robotics, Graphics, Metals, Video Production/Broadcasting, Woods

Complete one of the following:

a. Take at least 3 classes above the entry level course in more than 1 Skilled & Technical area.
b. Maintain a 3.7 GPA (A-) average in Skilled & Technical education classes.
c. Be a member of Skills USA during your senior year.

Sterling Scholar (or alternate) nominees automatically qualify.

Automotive

Achieve the Following:

a. Earn an A in an advanced courses.

Complete two of the following:

a. Register for UVU Concurrent Enrollment.
b. Pass the State Skills Exam for Introduction to Automotive
c. Pass the ASE Certifications
d. Join the Skills USA club.

Drafting

Achieve the following:

a. Earn an A in an advanced course.

Complete two of the following:

a. Register for UVU Concurrent Enrollment.
b. Pass the Utah Technical Design or Architecture Competency Exam.
c. Join the SkillsUSA club.
d. Earn the Architecture or Drafting Merit Badges.

Electronics/Robotics

Achieve the following:

a. Earn an A in an advanced course.
b. Pass the Utah Skills Certifications
c. Join Skills USA Club

d. Compete in a Robotics Competition

Graphics

Achieve the following:

a. Year and half of registration in Graphic courses.
b. Earn a minimum of an A- in classes.
c. Build a teacher approved major project.
d. Participate as a member of the SkillsUSA, DECA, and FBLA club.
e. Pass the State Competency Exam.

Metals

Achieve the following:

a. Three years of registration in Metals courses.
b. Earn a minimum of an A- in classes.
c. Build a teacher approved major project.
d. Participate as a member of the SkillsUSA club.
e. Pass the State Competency Exam.

Video Production/Broadcasting

Achieve the following:

a. Earn an A in an advanced course.

Complete two of the following:

a. Pass the Utah State Competency Exams.
b. Join the SkillsUSA club.

Woods

Achieve the following:

a. Three years of registration in Woods I, Woods II, or teacher aide.
b. Earn a minimum of an A- in all classes.
c. Build a major project.
d. Pass the State Competency Exam.

SOCIAL STUDIES

Maintain a 3.7 GPA cumulative average in all Social Studies classes and complete one of the following:

1. Sterling Scholar Finalist or Alternate
2. Take AP US History, AP World History, AP American National Government, AP Psychology with a 4 or 5 on the exam.
3. Take US History, geography, world civilizations, government and one other social studies elective with a 3.9 GPA cumulative average or higher in those classes.

STUDENT LEADERSHIP

Must meet 3 of the 4 following requirements:

1. Actively involved in student government or be a club president and donate at least 40 hours of extracurricular service in the year the application is made.
2. Demonstrate good attitude and working relationship with sponsoring teacher.
3. Attend leadership or in-service classes or camps.
4. Make special contributions to student government or the school, i.e., new projects, special activities, service projects (not related to another academic letter), etc.

VISUAL ARTS

Students can earn an academic letter in the arts by completing the following.

a. Be enrolled in the arts for at least two years.
b. Maintain a 3.5 GPA in an Advanced Art Course
c. Be a member in good standing* of the National Art Honor Society
d. Exhibited your work at least 2 times each year outside of the High School.
e. Selected as the PHS Sterling Scholar or Alternate.

* A NAHS member is required to complete at least 10 service hours in the visual arts each year. Attendance is required at least 50% of chapter activities throughout the year.

WORLD LANGUAGE

1. Complete the same language for at least 3 years.
2. Maintain at least a B+ (3.5) average in the composite language classes.

Complete two of the following:

a. Participate in two service experiences with your language club or with the combined language clubs.
b. Carry out a service project that requires use or knowledge of the target language or culture.
c. Document use of the target language outside the classroom.
d. Participate in a language competition or major test outside of the school. (BYU Language fair/Olympiad, essay contests, AP Exam, University bypass exam, etc.)
e. Earn the Sterling Scholar Nomination or Alternate