

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 5th 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 2, 2025

Letters Awarded by: May 16, 2025