

**NAME** \_\_\_\_\_

**GRADE** \_\_\_\_\_

***Community Service Documentation***

Date	Activity	Organization	Contact Name	Contact Phone #	Verifying Initials	# of Hours

**Students are responsible** for turning this form into Mrs. Borsellino in the Main Office when all 30 community service hours are completed. The assistant principal will then verify that attendance, discipline, and grade point average fall within the guidelines, listed on the front side of this form, for each grading period.

# LHS 2023-2024 Academic Letter Form (GUIDELINES)

***\*Due when all 30 community service hours are completed\****

## **1. Attendance**

*\*Students may have no more than 3 excused absences in a 9-week period.*

*\*Students may have NO unexcused absences*

\*\*\*\*\*

## **2. Discipline**

*\*Students may have no (0) discipline referrals.*

\*\*\*\*\*

## **3. Grade Point Average**

*\*Students must have a 3.5 grade point average for 3 consecutive 9-week grading periods.*

\*\*\*\*\*

## **4. Community Service (or note of service done earlier in the year):**

*\*Students must complete 30 hours of community service. Hours may be done at anytime of the year, including summer time.*

*\*Community service may include, but not limited to, church organizations, animal shelters, retirement homes, etc. Students should seek approval from an administrator before performing community service.*

***Backside to be completed & turned into Mrs. Borsellino***

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