

**LHS 2025-2026 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*

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**2. Discipline**

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

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**3. Grade Point Average**

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

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**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  
by the end of the third 9-weeks\****

**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 by the end of the third 9-weeks. The assistant principals 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.