

LHS 2026-2027 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
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.