

# ACADEMY NOMINATION CHECKLIST

## I. Academy Registration

- Request and begin candidate application process for the Academies that you wish to attend.

## II. Recommendations

- Advisor/Principal evaluation form & letter, mailed **by** high school.
- Teacher/Coach evaluation form & letter, mailed **by** high school.
- Recommendation letter from boss, clergy, scout leader, or other personal reference submitted to Sen. Blunt's Springfield office on your behalf. **(No more than three of these. Letters from family members are not permitted).**

## III. Academic

- Sealed official transcript** from all high schools or colleges you have attended or are currently attending. The high school transcript must include a minimum of 3 full years of study, GPA, and class rank. **Faxes are not accepted.**
- Official scores** submitted from either the SAT (0224) or ACT (7149). Scores will only be accepted directly from the testing agency or as part of the official high school transcript. **Faxed and Electronic scores will not be accepted.**

## IV. Application and Essay

- On-line application form and essay questions completed and submitted.

## V. Photographs

- 2 two wallet-sized, head-shot photos (not on copy paper).

## VI. Acknowledgement From

- Complete, sign, and mail in your acknowledgement form.

## SCHEDULE

**May 1** – Application period opens

**October 26, 2012** - Deadline for submission of all materials. *All required information must be received in the office on or before the deadline.*