

**CHECKLIST**

- \_\_\_\_\_ Application is completely filled out with information requested
  - \_\_\_\_\_ Transcript from your high school **OR** college  
\_\_\_\_\_ included or  
\_\_\_\_\_ being sent directly to the district office.
  - \_\_\_\_\_ "Letters of Recommendation" (3)  
\_\_\_\_\_ included **OR**  
\_\_\_\_\_ being sent directly to the district office
  - \_\_\_\_\_ "Letter of Acceptance" from chosen college is included or if you are attending college, please attach proof of current class status.
  - \_\_\_\_\_ A brief written statement of your involvement in school, civic affairs and community. List any awards, offices held or honors received. Indicate why you feel this involvement was beneficial to you. Also include your plans for your future as it relates to your continuing education.
  - \_\_\_\_\_ Please make sure your full name is on every piece of paper that is returned to this office. It is to your advantage to do this as your application may be delivered at different times .
  - **IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CALL THE DISTRICT OFFICE AT (815) 232-0774**
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