



DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS
OFFICE OF THE DISTRICT SUPERINTENDENT
JAPAN
Unit 5072 APO AP 96328-5072

SOP #15

PACIFIC

October 17, 2005

MEMORANDUM FOR JAPAN DISTRICT SCHOOL ADMINISTRATORS

SUBJECT: Academic Letters (Grades 9-12)

All Japan District high schools should use the criteria listed below to award academic letters to students in grades 9-12.

- Students in grades 9-12 are eligible to earn an Academic Letter.
- A student must be enrolled in at least four (4) classes each quarter during the period being considered for the award.
- The award is based on the average of any three (3) quarters during the school year.
- The average GPA of the three (3) quarters used for the award must be no less than 3.7.
- The GPA for any one of the quarters used to determine the award cannot be less than a 3.5.
- If the student elects to use the fourth quarter GPA as one of the quarter GPA's for this award he/she must petition the school for consideration of an Academic Award in writing no later than one week after the fourth quarter report cards are distributed.

//original signed//
Bruce Derr
Superintendent, Japan