

Taylor Scholars Awards Program

P.O. Box 13667 New Orleans, LA 70185-3667 (504) 889-8882

Dear Principals, Guidance Counselors and Teachers:

To recognize your students' hard work with a **free one-year Taylor/Audubon/NOMA membership**, we must receive the following important information for each student:

1. Student's name (in "First Last" format)
Please note: Student name is limited to 30 characters and will appear exactly as submitted.
2. Student's grade level (7, 8, 9, 10, 11 or 12)
3. School's name (Please, no abbreviations as name will appear exactly as submitted.)
4. School's address, city, state and zip code
5. Student's GPA code as indicated by the following criteria:
Enter "A" if the student's GPA is 3.0 or higher.
Enter "B" if the student's GPA is 2.5 to 2.9.

If possible, please submit this information in **one** EXCEL file. (i.e., please do **not** create separate spreadsheets for each grade or GPA level). You may refer to the following example for suggested format:

EXAMPLE

Grade	Student Name	School Name	Address	City	State	Zip	GPA
7	Susie Jones	ABC School	123 Main St.	Anytown	LA	00000	A
8	John Doe	ABC School	123 Main St.	Anytown	LA	00000	B

Please **e-mail** your file to **taylorawards@bellsouth.net** or, if e-mail is not an option, you can mail* a disk or CD to:

Taylor Scholars Awards Program
P.O. Box 13667
New Orleans, LA 70185-3667

** Please allow additional
time for delivery.*

DEADLINE: In order to have awards available for your year-end distribution, we need your students' information no later than **APRIL 9, 2010**. We suggest using the latest grading period (typically 3rd quarter grades) in order to meet the **APRIL 9th** deadline.
Awards will be returned for distribution sorted alphabetically within each grade.

Thanks for helping us recognize your hardworking students!

Sincerely,
The Taylor Scholars Awards Program

P.S. **Public schools:** please check with your Superintendent's office to determine if they plan to send your school's information directly to us as part of a district-wide file.