

Email to: JPTOScholarship@gmail.com

YEAR 2018 REFERENCE FORM
Littleton Public Schools Joint PTO Scholarship Committee

INSTRUCTIONS

GENERAL INFORMATION: A teacher you know is applying for a scholarship to help pay for course work. The objective of these scholarships is to improve instruction that will benefit students in LPS. In order to be considered for a scholarship, the teacher must apply, and provide references.

DUE DATE: Applications, including references, must be received on or before **Tuesday, March 6, 2018.**

SUBMISSION INSTRUCTIONS: Submit the reference form to the designated Co-Chair of the JPTO Scholarship Committee:

Designated Co-Chair: Alison Nelligan
Co-Chairman, JPTO Scholarship Committee
5193 Tule Lake Drive
Littleton, CO 80123

Email: JPTOScholarship@gmail.com

Telephone: 303-579-0745

Your reference may be submitted by any of the following methods:
Complete one copy of the reference form.

Electronic Reference: Download and complete the reference form online. Send the reference as an attachment to the email address of the Designated Co-Chair (see above). Write "JPTO TEACHER REFERENCE" in the "subject" line.

Paper Reference:

GIVE IT TO THE TEACHER: You may simply give your reference to the teacher who is applying for a scholarship. The teacher can put it in the same envelope with his/her application.

DELIVERY BY MAIL: Your reference must be received on or before Tuesday, March 6, 2018, to the mailing address of the Designated Co-Chair.

CONFIRMATION of RECEIPT by email will be sent within a week of receipt. It is the applicant's (teacher's) responsibility to make sure all references are received on or before the due date, so please make sure your teacher knows when you have sent your reference to us.

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2018 REFERENCE FORM

1. TEACHER'S NAME _____
(The teacher who is applying for the scholarship)
2. SCHOOL: _____
(The school where the teacher teaches)
3. YOUR NAME _____
4. I am a: (check one) Student Parent of a Student
5. EMAIL _____
6. PHONE NUMBER _____

*Note: To receive a Confirmation of Receipt you must provide a valid email address.

REFERENCE: Please provide a one-page reference explaining why you think this teacher should receive a JPTO Scholarship.