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| **School of Public Safety** |
| Criminal Justice Institute |
|  |
| Letter Request Form |
|  |
| Date Submitted: |       |  | Date Needed: |       |
| Student’s Name: |       |       |       |
|  | *Last Name* | *First Name* | *MI* |  |
| Student’s Birth Date: |       |  | Student’s Phone Number: |       |
| Academy Class Number Attended: |       |  |
|  |
| Type of Letter Needed: |
| [ ]  | Letter of Good Standing |
| [ ]  | Letter of Enrollment |
| [ ]  | Letter of Block Request (at another academy) |
| [ ]  | Letter Verification  |
|  |  |  |  |  |  |  |  |  |  |
| Please indicate which blocks of instruction the student is requesting:  |
|  |  |  |  | **LEO** |  |  |  |  |
| [ ]  | CJK0001 | [ ]  | CJK0012 | [ ]  | CJK0013 | [ ]  | CJK0014 | [ ]  | CJK0020 | [ ]  | CJK0031 |
| [ ]  | CJK0040 | [ ]  | CJK0051 | [ ]  | CJK0064 | [ ]  | CJK0065 | [ ]  | CJK0077 | [ ]  | CJK0078 |
| [ ]  | CJK0084 | [ ]  | CJK0087 | [ ]  | CJK0088 | [ ]  | CJK0092 | [ ]  | CJK0096 | [ ]  | CJK0422 |
| [ ]  | CJD0939 |  |  |  |  |  |  |  |  |  |  |
| **BCO** |
| [ ]  | CJK0300 | [ ]  | CJK0305 | [ ]  | CJK0310 | [ ]  | CJK0315 | [ ]  | CJK0320 | [ ]  | CJK0325 |
| [ ]  | CJK0330 | [ ]  | CJK0335 | [ ]  | CJK0031 | [ ]  | CJK0040 | [ ]  | CJK0051 | [ ]  | CJD0939 |
|  |
|  |
| [ ]  | Student Will Pick Up Letters | Total Number of |       | Letter(s) needed to be mailed |
|  |  |  | to the following address:  |
|  |  |  |       |
|  |  |  |       |
|  |  |  |       |
|  |  |  |       |
|  |  |  |       |
|  |
|       |  |  |  |  |  |
| *Student Signature* |  |  |  |  |  |