

Joyce L. Hampton, Ed.D.
Vice President of Academic Affairs
Elms College
291 Springfield Street
Chicopee, MA 01013

Dear Dr. Hampton,

I would like to recommend _____ as a candidate for the Elms College
Dual Enrollment Program during the _____ semester.
Academic Term

This candidate meets all the requisites for Dual Enrollment courses in:

at the secondary level and is, therefore, eligible to participate in this cooperative program.

This student has demonstrated academic excellence in the above-mentioned areas during his/her tenure at this school and has earned the full support of the faculty and administration in this pursuit.

Sincerely,

Principal

Date

Guidance Counselor

Date

Teacher/Advisor

Date