

# DOCUMENT HEADER SHEET

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**School/Organization:** St. Jerome Institute (Hyattsville, MD)  
**Document Requested:** Letters of Recommendation  
**Special Instructions:** Please submit two letters of recommendation

## Document Identification

Student First Name

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Student Last Name

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Applying For Grade

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## Document Submission Instructions

Submit the requested document along with this completed header sheet to TADS Admissions and Enrollment Management. TADS provides assistance in collecting and making documents available to our school, greatly reducing our overhead, enabling us to serve our families.

Please complete all forms neatly with a black-ink pen only. Illegible forms will cause a processing delay and we may need to contact you for form recompletion and resubmission.

### FAX

612-548-3323

### POSTAL MAIL

TADS Admissions and Enrollment  
110 N 5th St., Second Floor  
Minneapolis, MN 55403

### UPLOAD

Scan this header sheet along with your document and upload to:  
<http://www.tads.com/docupload>