Student/Family Letter (Template)

Update the **blue/bold pieces** with your school’s event information and feel free to add more details.

**School Logo and School Address**

**Date**

Dear Students and Families,

Minnesota, in collaboration with the United States Department of Education, is pleased to announce October as College Knowledge Month. Throughout the week, high schools across the state will host events to assist students with the college application process. Our school will participate in the College Knowledge Month effort, with the goal of ensuring that all members of our senior class apply to at least one postsecondary program.

The goal of College Knowledge Month is to provide an opportunity for all Minnesota seniors to complete and file college applications. To us, “college” or “postsecondary” means any education program beyond high school including certificate program, two-year degree programs and four-year degree programs. This initiative is so important because research shows that most new jobs will require some form of education and training beyond high school.

In order to apply to college during College Knowledge Month, students will need to complete the Senior Information for Applications we have attached to this letter. We are encouraging all students who have not yet applied to college to complete the worksheet prior to completing an application, as it has all the information students will need to complete an online application. We expect that students and their families will need to work together in gathering the information listed.

Families are welcome to visit the school to assist their student during the application process. In addition, if you are interested in volunteering during the event, please contact **Name, Title at (000) 000-0000**. Volunteers can greet and sign in students, assist students with the completion of online college applications, or distribute information about college or scholarship opportunities.

If you are new to the college application process and are looking for more information, visit this website for a list of great resources for parents: <http://www.readysetgomn.com>.

Thank you in advance for your support of this exciting initiative to encourage Minnesota’s students to make college a part of their future.

Sincerely,

**School Counselor/Principal/Site Coordinator**

i. Student/Family Letter (Template)

Download: <http://bit.ly/ckm4sitecoordinators>