



Student/Family Information Letter sent with College Application Worksheet

(School logo and/or address)

(Date)

Dear Students and Families,

We are pleased to announce (school name) will participate in New York College Application Week, (dates), joining high schools across the state and country who will host events to assist students with the college application process.

Our goal is to ensure that all members of our senior class apply to at least one, two-year or four-year college or university program this fall.

The overarching goal of New York College Application Week is to provide an opportunity for all New York seniors to complete and file college applications. To us, college means any education program beyond high school including certificate programs, two-year degree programs, and four-year degree programs.

To prepare for College Application Week, the student should complete the attached College Application Worksheet prior to the week, as it has all the important information needed to complete an online application. We expect students and families may need to work together to gather the required information.

Contact the school counseling office if you wish to assist your student at school during his or her appointed time. In addition, if you are interested in volunteering during the event, please let me know. Volunteers can greet and sign in students, assist students with the completion of online college applications, or distribute information about financial aid opportunities.

If you have any questions please contact (name, title), at (email address) or call (000- 000-0000). You can also find more information about the initiative and the college application process online at <http://www.gocollegeny.org/apply> .

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

Sincerely,

(Site Coordinator or Principal's Name)

(Site Coordinator or Principal's Title)