

SCHOOL LOGO / LETTERHEAD

SCHOOL ADDRESS

[DATE]

Dear Students and Families,

On [DAY OR WEEK OF APPLICATION EVENT], we will be conducting a College Application Campaign event. During this event, all seniors expected to graduate in 2017 will be encouraged to apply to one or more colleges of their choice, if they have not done so already. This event is possible due to the collaborative efforts of the administration, faculty, and staff at [NAME OF YOUR HIGH SCHOOL], as well as students, their families, and volunteers across the community.

The purpose of Kentucky College Application Campaign, a statewide effort sponsored by the Kentucky Higher Education Assistance Authority (KHEAA), is to communicate the importance of applying to college and provide students with hands-on assistance in completing their college admission applications. We have planned a program that we hope will build excitement around the college application process and encourage seniors to take this important step toward continuing their post-high school education.

In order to successfully complete college admission applications on [DATE OF EVENT], we are encouraging all students to speak with their families about college options, and to conduct some college research in advance. Students will have an opportunity to attend a college fair on [DATE OF SCHOOL'S COLLEGE FAIR OR CLOSEST KYACAC REGIONAL FAIR]. In addition, students and families can visit [kygoestocollege.com](http://kygoestocollege.com) to find helpful checklists and worksheets to aid in the college research process. KHEAA also provides a free college comparison tool called *Getting the Facts*, available on [kheaa.com](http://kheaa.com).

Families are welcome to visit [NAME OF YOUR HIGH SCHOOL] on [DATE OF EVENT] to assist their student during the application process. In addition, if family members are interested in volunteering, please let me know. Volunteers can greet and sign students in, assist students with the completion of online college applications, or distribute information about any follow up students may need to do after applying.

If you have any questions please call [NAME, TITLE], at [PHONE NUMBER]. Thank you in advance for your support of this exciting initiative to encourage Kentucky's students to make college a part of their future.

Sincerely,

[SCHOOL COUNSELOR/PRINCIPAL/SITE COORDINATOR]