

SCHOOL LOGO / LETTERHEAD

SCHOOL ADDRESS

[DATE]

Dear Students and Families,

On [DAY OF CLOSE THE DEAL EVENT], we will be conducting a Close the Deal event. During this event, all seniors expected to graduate in 2017 will have an opportunity to hear from college admission, financial aid and business professionals about planning for the future. This event is possible due to the collaborative efforts of the administration, faculty, and staff at [NAME OF YOUR HIGH SCHOOL], as well as volunteers across the community.

The purpose of Close the Deal, a statewide college-access program sponsored by the Kentucky Higher Education Assistance Authority (KHEAA), is to help students make a successful transition into college by helping them understand the admission and financial aid processes. College admission and financial aid professionals along with community and business leaders will be present to speak to students during the event, assisting them in setting goals for college and their future careers. Above all, we hope this program will get students excited about planning for their future beyond high school.

In order for our Close the Deal program to be as successful as possible, we are encouraging all students to speak with their families about college and career options, and what they plan to do after high school. To help facilitate this conversation, students and families can visit kygoestocollege.com to find helpful checklists and worksheets to aid in the college research and career exploration processes. KHEAA also provides a wealth of information about planning, preparing and paying for college, including a free college comparison tool called *Getting the Facts*, on their website, kheaa.com.

If family members are interested in volunteering, please let me know. Volunteers can greet students, speak with students about college or career options, donate food or decorations, or help with setting up.

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 plan for their future.

Sincerely,

[SCHOOL COUNSELOR/PRINCIPAL/SITE COORDINATOR]