# Sample Student/Family Letter

This letter should be distributed to students and families in October. Feel free to add more event details to generate interest!

### School Logo and/or Address Date

Dear Students and Families,

The Office of the State Board of Education is pleased to announce College Application Week in Idaho. The week of **[INSERT DATES]**, high schools across the state will host events to assist students with the college application process. **[NAME OF SCHOOL]** will participate in Idaho’s College Application Week, with the goal of ensuring 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 Idaho College Application Week is to provide an opportunity for all Idaho 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 be efficient when applying to college during College Application Week, students should view the Apply Idaho videos at this link https://nextsteps.idaho.gov/resources/apply-idaho/ and/or complete the College Application Worksheet we have attached to this letter. The video and College Application Worksheet have all the information students will need to complete an online application. We expect that students and their families may need to work together in gathering the information listed in the checklist.

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 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 call **[NAME]**, **[TITLE]**, at **[(000) 000-0000]**. You can also find more information about the initiative online at [http://www.gotocollege.idaho.gov/.](http://www.gotocollege.idaho.gov/) Thank you in advance for your support of this exciting initiative to encourage Idaho’s students to make college a part of their future.

Sincerely,

### [SITE COORDINATOR, SCHOOL}