

## Sample letter to students and families

### ► Fill out and print on your letterhead:

<https://dhewd.mo.gov/ppc/documents/lettertostudents.pdf>

Dear students and families,

This fall, \_\_\_\_\_ High School will be participating in Apply Missouri 2018, sponsored by the Missouri Department of Higher Education and Workforce Development. All seniors expecting to graduate in 2019 will have an opportunity to submit an application for admission to one or more colleges or universities, if they have not already done so. The event will be held \_\_\_\_\_ (date or dates of event).

The purpose of Apply Missouri 2018 is to provide students with information about higher education and the college application process. Information about completing the Free Application for Federal Student Aid (FAFSA) also will be available during the event.

Prior to the event, seniors will be encouraged to fill out a “college fit” worksheet (found in their Student Resource Manual) to help them determine what type of higher education might be the best choice for them. Seniors should also complete the student admissions application worksheet. Having the completed worksheets available at the Apply Missouri event will allow students to quickly and easily complete college applications. We anticipate that students and their families will work together to complete the worksheet.

Please be aware most colleges require a fee when an application is submitted. Many colleges will require some form of electronic payment with an online application. Visit with your school counselor if you have questions about qualifying for a fee waiver.

Families are welcome to visit \_\_\_\_\_ High School to help their son or daughter during the application process. Family members can also volunteer to assist with the event, signing in students, helping students complete college applications or distributing information about financial aid opportunities.

If you have any questions about Apply Missouri 2018 or you would like to volunteer during the event, please contact \_\_\_\_\_ (name, phone number and/or email address). Thank you in advance for supporting this exciting program to help students learn more about the higher education opportunities available to them.

Sincerely,

\_\_\_\_\_(Name of site coordinator)

\_\_\_\_\_(Title)