

(School Logo)  
(School Address)  
October 2024

Dear Students and Families,

October 21- 25, 2024 is Virginia College Application Week. On (date(s) of event), all seniors expected to graduate in 2025 will be encouraged to apply for admission to at least one college or university, if they have not already done so. 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 goal of the program is to increase the number of eligible Virginia high school students applying to colleges early in their senior year. Information about completing the Free Application for Federal Student Aid (FAFSA) will also be made available during the event. There is a College Application Prep Sheet which we encourage students to complete prior to the event that is available on [www.LevelUpVirginia.org](http://www.LevelUpVirginia.org). Having this Prep Sheet completed and available during Virginia College Application Week will allow students to quickly and easily complete college applications.

We anticipate that students and their families will need to work together in gathering the information listed on the College Application Prep Sheet. Families are welcome to visit (Name of your high school) on (Date(s) of event) to assist their student during the application process. In addition, if family members are interested in volunteering or guest speaking during the event, please let me know. Volunteers can greet and sign-in students, assist students with the completion of college applications and/or distribute information about financial aid opportunities.

If you have any questions please call or email (Site Coordinator's Name, Site Coordinator's Title), at (Site Coordinator's phone number and email). Thank you in advance for your support of this exciting initiative to encourage all Virginia students to make education after high school a part of their future.

Sincerely,  
(Name of Site Coordinator)  
(Title)

