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Insert School Letterhead

To: Parent or Guardian of <Student Name>

From: <Name>, GEAR UP Coordinator

Date: <Insert Date>

Northern Arizona University (NAU) / Arizona GEAR UP and <District Name> are pleased to welcome you and your child to the GEAR UP Class of 2018 at <High School Name>!

GEAR UP, which stands for ***G****aining* ***E****arly* ***A****wareness and* ***R****eadiness for* ***U****ndergraduate* ***P****rograms,* is a free program that helps students succeed in school. It helps families and students learn about choices for education after high school and how to pay for it. GEAR UP believes that every student should have the opportunity to continue their education after high school, and that every student should receive the support and information needed throughout middle and high school, to successfully pursue that opportunity after high school graduation. As new students enter the Class of 2018, we welcome them and their families to GEAR UP.

**What kinds of services does GEAR UP provide?**

GEAR UP provides Program Coordinators at each school. My job, as the GEAR UP Coordinator at <High School Name> is to help GEAR UP students succeed. A signature service of GEAR UP has been a Postsecondary Education Planning Session (PEPS) for every student, every year. This year, the Class of 2018 are seniors, so PEPS and PEPS follow up will focus on helping students achieve their plans for after high school graduation. I will be meeting with new students as soon as possible to help them identify their plan (University/College, Trade School, Military or Workforce) and take the steps necessary to reach their goals. If you would like more information about PEPS, please contact me.

**How can families be involved in GEAR UP?**

According to experts, when parents are involved in their child’s education, the student’s grades, attendance and behavior improve.

GEAR UP is always interested in hearing from you about how the program is benefiting your child and any suggestions you may have to improve the program. We are all part of a team dedicated to your child’s success!

I look forward to working with you and your 12th grader throughout this year. Please feel free to contact me with any questions or if you would like more information. I can be reached by phone at <phone number> or by e-mail at <e-mail address>.

Sincerely,

GEAR UP Coordinator

If applicable: Follow us on Facebook - <FBPage Name>

Optional - Enc: Bio & Photo