

Sample Email Language

Dear [School Name] Community,

Thank you for partnering with us to support the [School Name] community. We're excited to share that [School Name] students in the 12th grade will soon receive by mail a **DCPS Student Guide to Graduation, Career, and College (The Guide)**. The Guide provides personalized information regarding a student's progress toward graduation and college and career readiness. It is meant to support ongoing conversations between the student, their family, and their community.

How to Access a Student's Guide Graduation, Career, and College:

- A copy is being mailed to the homes of every 12th grader based on their first ninth grade year in Aspen the week of October 18th, 2021 using the address on file in Aspen. If a student/family does not receive a copy in the mail, they should review their address listed in ASPEN and/or contact dcpsguide@k12.dc.gov.
- The Guide will be posted on the home page of the student's Aspen Parent Portal under the "Documents" tab. It will be accessible by school-based staff with student-level ASPEN access.
- You can always reach out to the counselor or college and career coordinator regarding any guidance or questions on The Guide.

Important to Note:

1. All student data reflected on The Guide is from **September 3rd, 2021**. Student's post-secondary goals are recorded annually in a survey to 9th-12th grade students.
2. Students/Families can always access their student's attendance, grades, and progress toward graduation anytime via the Parent and Student Portal –visit www.bit.ly/ParentPortalDCPS for more information.
3. You may access supplemental resources (such as a Sample Guide, Guide Glossary, and FAQ) at <https://dcpsgoestocollege.org/guide-resources/> or email DCPSguide@k12.dc.gov with any questions.

We are excited to provide this resource as we work together to ensure the success of all students in high school, career, and college.

Warm Regards,