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 9th-11th grades 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 9th-11th grader based on YOG in Aspen the week of April 5th, 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**](mailto: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 **February 24th, 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](http://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](mailto: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,