**Text for students:**

[STUDENT NAME],

Graduation will be here before you know it, so get ready for your next step with the ACT!  On [DAY, DATE] you can take the ACT® for free, right here at school.  All you have to do is let [COUNSELOR NAME] know by [DEADLINE].

Why take the ACT?

* Your ACT score will help show what you have learned and make your college application stand out from the crowd.
* Providing an ACT score with your application increases your chance of earning a scholarship.
* You’ll save money by letting the state pay for your test.
* Plus, you’ll get a break from class!

Give yourself the ACT advantage and sign up today!

Sincerely,

[SIGNATURE]

**Text for parents:**

Dear Parents,

On [DAY], [DATE], your student will take the ACT® test in school. This exciting opportunity gives our students a chance to measure their readiness for life after high school, whether they’re going to college or into the workforce.

Your student will be given directions to create a MyACT account as part of their non-test experience. Please encourage your student to complete all questions, including listing up to four colleges where they can send their scores for free, before the test.

As a part of the MyACT account sign up your student will be able to opt into ACT’s free Education Opportunity Service (EOS. You may not be aware that having your student opt into EOS provides them these great opportunities.

1. Positions them ahead of the curve. EOS gives you and your student access to test scores 11-14 days faster than waiting for your paper report.
2. Empowers their plans. Your student will be able to sign up to have up to six colleges receive their test scores as soon as they are available, the first four are FREE! (2 days post testing)!
3. Unlock your child’s potential. Answering all questions in MyACT provides more college and career planning information that will link on their report, sparking great college-going conversations.

We hope your student has a positive experience with the test. Here are some quick reminders to give your student before [insert day of week]:

* Bring two sharpened No. 2 pencils with good erasers and an ACT®-approved calculator (see link below for more information).
* Get plenty of sleep, eat a healthy breakfast, wear comfortable clothing.
* No cell phones or smartwatches.

Finally, remind your child why taking the ACT matters: it can help them get into college; it gives them information on careers they might enjoy; and their scores can lead to scholarship and financial aid opportunities.

Go to the [**ACT College and Career Planning page**](http://www.act.org/content/act/en/students-and-parents/college-planning-articles.html) for more tips. Our district is excited to give this opportunity to your student. Best of luck!

Regards,

[signature]

**Text for staff:**

Dear Staff,

I wanted to reach out to remind you that all juniors in our district will take the ACT® test in school through ACT District Testing beginning on [DAY], [DATE]. Thank you for supporting this opportunity for all juniors to take the ACT and earn a college-reportable score at no cost to their families.

Students should create a MyACT account as part of their non-test experience. Please encourage students to create their accounts on time and complete all of the non-test questions.

[IF YOU WILL HAVE AN SCHOOL/DISTRICT ORGANIZED MYACT COMPLETION SESSION:]

Prior to testing (only open 2 days post-testing), our students need to go to myact.org to create a MyACT account and claim their student code. You’ll receive more information on how we will organize these sessions. Higher completion rates of MyACT profiles will provide more robust and useful aggregate reports for our schools’ analysis and planning., and:

1. Positions them ahead of the curve, giving students’ access to their test scores in MyACT 11-14 days faster than waiting for their paper report.
2. Puts their name in the game. With the opportunity to say yes to EOS! Educational Opportunity Service (EOS) a free service that provides our students with free information from colleges, financial aid, and scholarship agencies that offer educational and career programs.
3. Empowers their plans. Students get to sign up to have up to six colleges receive their test scores as soon as they are available—the first four are FREE!
4. Unlocks our students’ potential. Answering all questions in MyACT provides more college and career planning information that will link on their report. This information will empower your counseling office with tools to better counsel and advise your students.

[IF YOU WILL **NOT** HAVE AN SCHOOL/DISTRICT ORGANIZED MYACT COMPLETION SESSION:]

Prior to testing (only open 2 days post-testing), our students will need to go to myact.org to create a MyACT account and claim their student code. Please provide them the directions to do so. Higher completion rates of MyACT profiles will provide more robust and useful aggregate reports for our schools’ analysis and planning, and:

1. Positions them ahead of the curve. Giving our students’ access to their scores in MyACT 11-14 days faster than waiting for their paper report.
2. Puts their name in the game. With the opportunity to say yes to EOS! Educational Opportunity Service (EOS) a free service that provides our students with free information from colleges, financial aid, and scholarship agencies that offer educational and career programs. Sending scores and opting into EOS will help your counseling office by connecting students with colleges and will accelerate and aid the recruitment and admissions process.
3. Empowers their plans. Students get to sign up to have up to six colleges receive their test scores as soon as they are available - the first four are FREE!
4. Unlocks our students’ potential. Answering all questions in MyACT provides more college and career planning information that will link on their report. This information will empower your counseling office with tools to better counsel and advise your students.

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Our district will also use the ACT data to:

* Establish student performance baselines
* Capture information on all students’ academic achievements and college readiness levels
* Make informed curriculum decisions and to advise students

Thank you again for supporting this program for our students. We look forward to sharing the results with you after the test!  
  
Best regards,

[signature]