Email Communication to Your JUNIORS: High School Timeline

**SUBJECT LINE:**

Plan for life after high school

**COPY:**

[FIRST NAME],

I encourage you to take a look at this [high school timeline](http://pages.act.org/high-school-college-planning-timeline.html) to see the simple things you could be doing each season that add up to make a huge difference when applying for college or finding a job after high school.

I know you have a lot going on and the last thing you want to worry about is college and/or career planning, but understand you’re not alone. All it takes to prepare yourself for the future is 30 minutes each week.

Please come see me if you have any questions.

[YOUR SIGNATURE]

Email Communication to PARENTS of JUNIORS: High School Timeline

**SUBJECT LINE:**

Planning for life after high school

**COPY:**

Dear [FIRST NAME],

I know the last thing my juniors want to worry about right now is college and/or career planning. But I still encourage them to take a few minutes each week to prepare for the future.

Encourage your child to take a look at this [high school timeline](http://pages.act.org/high-school-college-planning-timeline.html) to see what simple things can be done each season that add up to make a huge difference when applying for college and beyond.

Please contact me if you have any questions.

[YOUR SIGNATURE]