

### Letter for teachers, staff and community members

Dear \_\_\_\_\_,

Our school is participating in Decision Day! To ensure that our event is a success for our students, we need your help in promoting and coordinating this event — and making sure our program is exciting and fun for our students.

**What is Decision Day?** — Decision Day is held annually on or near May 1 and is designed to coincide with the date by which most students must inform a college of their plans to enroll. The purpose of Decision Day is to recognize high school seniors for their postsecondary plans and encourage younger students and families to prepare early for college. Decision Day will be held \_\_\_\_\_ .

Decision Day also provides support and guidance to students who have yet to make plans for the future. By involving the entire student body, Decision Day will generate excitement and encourage younger students and families to prepare for college early.

In 2016, the Missouri Department of Higher Education launched the statewide Decision Day campaign as part of the National Decision Day celebration, and provided assistance and resources to help schools host Decision Day events.

**What happens during Decision Day?** — All students are recognized for their postsecondary plans, whether going to a trade/tech school, community college, university, or joining the military. Think of Decision Day as a school spirit week/day, during which time we all work together to build excitement and awareness surrounding the college selection and enrollment process.

We will provide [*insert specific information to your site, such as special office hours to help students through the enrollment process or award letter workshops*], but the event becomes truly spectacular when we integrate fun activities into our school and community environments. For example, we can decorate our doors and classrooms in college themes, post signs and pennants in our community, decorate storefronts, or have college trivia contests. Let's get creative!

**How can I help?** — You can help by talking to students about the importance of furthering their education beyond high school. Ask students about their future plans and/or college choices, contribute to the “spirit” of the week and reach out to students who have yet to make a decision. Seek out students who might traditionally be overlooked when it comes to college planning and talk to them about their options for college. Be sure to ask students about their plans after high school as they board the bus, go through the lunch line or visit in the hallways.

Thank you in advance for helping make this a great Decision Day! To volunteer during our activities or for more information, contact \_\_\_\_\_

For more information about Decision Day, visit <http://dhewd.mo.gov/ppc/decisionday.php>

or email [journeytocollege@dhewd.mo.gov](mailto:journeytocollege@dhewd.mo.gov).