EMAIL and/or PRINTED LETTER – To send to families before your College and Career Readiness Day.

SUBJECT LINE – College and Career Readiness Day coming [date]

[insert your school logo or seal here]

[send date]

Dear Parents and Caregivers,

On [date], our school will hold a **College and Career Readiness Day**—a day dedicated to measuring and building your student’s readiness for life after graduation. Whether your student is planning to attend college after high school, immediately join the workforce, join the military, a combination of these paths, or they’re seeking direction, our daylong event will help them navigate their path to a more successful future.

Schools across the country are successfully holding College and Career Readiness Days to promote readiness. Ours is a schoolwide event that will involve every student at every grade level. We believe that achieving readiness starts early and continues throughout students’ learning.

Our day will consist of the following:

* [**Note to Educators**: Here is where you can list the activities your school will offer students. Be sure to list how each group of students will participate. Which assessments are you using, and what are each designed to measure? A list of ACT assessments is provided below for your use. If community members are participating in your event, be sure to mention what they’ll be presenting to students.]
* The ACT® test—the college readiness assessment used for college acceptance and placement, as well as financial aid applications. **Students will be able to take the ACT for free during College and Career Readiness Day.**
* ACT® WorkKeys®, a career readiness assessment that measures skills needed in virtually any career. Students who take WorkKeys Assessments can earn an ACT® WorkKeys® National Career Readiness Certificate™, accepted by employers nationwide and a companion to your student’s diploma.
* PreACT® and PreACT® 8/9, which measures college and career readiness in earlier grades. (Taking PreACT in earlier grades has been shown to help juniors and seniors score better on the ACT test.)
* Mosaic™ by ACT® Social Emotional Learning, which helps students build the skills needed for college and career success.
* [list other events you have planned, such as presentations from local leaders, career fairs, family information activities, volunteer opportunities, etc.]

We are very excited to offer our students this opportunity to pave their paths to college and career readiness, consider and create their career goals, and make those goals a reality.

We encourage you to consider how this day might help facilitate family conversations about your child’s future aspirations. If you have any questions before our event, please let me know.

[Your Signature Here]