September 17, 2013

Dear Montana Educator:

The Office of the Commissioner of Higher Education and the Office of Public Instruction invite your high school to participate in Montana College Application Week (MCAW) on November 11-15, 2013.

Montana’s College Application Week provides high school seniors the opportunity to learn about Montana colleges and universities and complete a college application during the school day, thereby opening the door for many students who might not otherwise take this important step toward college. Participating high school seniors not only have an opportunity to apply to a college, but many 2-year and 4-year colleges in Montana have offered to waive their application fee during College Application Week!

Montana needs more college graduates. Sixty one percent of Montana high school graduates enrolled in college in the fall semester immediately following graduation in 2010, and fewer than 50% of Montana’s high school graduates enrolled in the Montana University System. The majority of jobs require at least some postsecondary education. We want all Montana students to succeed in the 21st Century economy.

How your school can participate in College Application Week:

- Designate a site coordinator. (Site coordinators must participate in a one-hour orientation.)
- Implement at least one school based college and career ready practice before the event week.
- Provide a time during the school day for seniors to complete a college application.
- Use and display Montana College Application Week promotional materials – posters, wrist bands, stickers, etc. – and college materials.
- Involve community and higher education volunteers – business, parents, college graduates, college employees, etc. – during the week.
- Track application data by filling out a brief survey.

Montana GEAR UP will:

- Host a one-hour orientation for the site coordinators.
- Provide the site coordinators with a planning toolkit.
- Provide promotional materials.
- Host weekly technical assistance conference calls.
- Promote your school’s activities.

Please let us know by October 2, 2013 of your interest in participating by completing a survey at www.surveymonkey.com/s/mcaw2013. Should you have any questions, please do not hesitate to contact Montana GEAR UP’s College Application Project Manager, Veronica Willeto, by phone at (406) 281-4411 or by email at vvilleto@montana.edu.

Sincerely,

Clayton Christian
Commissioner of Higher Education

Denise Juneau
Superintendent of Public Instruction