**SAMPLE EMAIL OR LETTER TO PARENTS OF SOPHOMORE STUDENTS**

October 2021

Dear Sophomore Parent:

We wanted to let you know that the college-prep program, Upward Bound at Truman State University, is now offering applications to interested high school sophomores. In early October, an Upward Bound representative will come to the school to talk with interested students and/or their parents about the program. If your son/daughter is interested in attending this meeting, please encourage him/her to sign up with the high school counselor.

**Upward Bound is a federal program provided FREE OF CHARGE to students who are accepted and want help in preparing for the college of their choice.** The program is not a recruiting arm of Truman State University. Upward Bound provides year-round services during 10th-12th grade and during the summers including:

* Tutoring in weekly after school meetings during the academic year
* Exploration of college and career options
* All expense-paid college visits
* Guidance about what courses to take to best prepare for college
* Assistance with college application, financial aid and scholarships
* Mentoring by successful college students
* An on-campus, residential living experience during the summer academies

Because the program is funded by the Department of Education, it must follow federal guidelines for accepting students. Nearly all program participants meet a family income guideline and come from a family where neither parent has a four-year college degree; however, a few students may be accepted if they meet only one of these two guidelines. Upward Bound is a year-round program and participants must be involved in both summer and academic-year components.

**The informational meeting in October will explain the benefits of program participation, eligibility requirements and the application process.** Program information and application materials can also be accessed at http://ub.truman.edu. For questions, contact the high school counselor or the Truman State University Upward Bound Office at ubub@truman.edu or (660) 785-4244.