

March 4, 2011

Dear High School Colleague,

We are pleased that your school will be sending your seniors to participate in our annual Senior Day on April 8, 2010. We understand that these are very challenging times and we appreciate that you have found the resources to support your students' attendance at this event.

Enclosed you will find postcards for students to use to sign up for the event. We have sent more than you may need so that you can hand them out to as many students as you wish. Please call us if you need more.

To make sure the event goes smoothly we would like to ask for your assistance in the following ways:

- Please use the enclosed postcards to collect sign-ups for the event.
- Collect the sign-ups by March 31.
- Review the cards and provide us with your school's attendance information by April 1st. Call us at (909) 389-3204 or email kwilson@craftonhills.edu with the following information:
 - Number of students attending
 - Number of requests for vegetarian meals
 - Number and types of requests for access accommodations for disabled (eg. sign language interpreter, mobility assistance etc.)
 - If possible, tally the workshop requests and let us know how many students are interested in each of the workshops.
- On the day of the event use the sign-up cards to take attendance. We use the cards to count the exact number of students that attended and to follow-up with these students later about attending Crafton. When you arrive a staff member will greet you and collect the cards from you.

If you have any questions or require more cards let us know at the number above. Although we have a limited number that we can accommodate – the difficult times will reduce our numbers and will allow us to include more students from each institution attending. If you can keep us informed about the numbers of students you expect to attend we can assure they will be accommodated.

Thank you for your support.

Sincerely,

Kirsten Colvey
Dean of Student Services, Counseling and Matriculation