

Month	Grade	Description	Program Communication Directors	Counselors	Administrators	College Academic Advisors	Community Organizations
August	7—8	At Back to School Night and/or First Day of School, hand out information and have a dedicated computer for those who wish to enroll					
	Rising 7&8	Within the context of existing summer programming, community organizations meet 1:1 with eligible families about enrolling in 21st Century Scholars and the benefits (share Enrollment Flyer, available in English, Spanish, Burmese, and more.)					
	9	Counselors hold meeting with students to create a Graduation Plan (Share Grade 9 Scholar guide). Communications directors arm counselors with talking points. As part of Indiana's academic pathways, the Graduation Plan is a required step for any student; we just recommend additional emphasis on the extra requirements for 21st Century Scholar students.					
	11	Communications directors email reminder to students to schedule a campus visit (Share Grade 11 guide and college success guide). Reinforce this message with a separate direct mail piece sent to 11th grade students' homes.					
	College	Students meet with academic advisor to discuss credit requirements and additional College and Career requirements for 21st Century Scholars. Email a copy of the Senior Scholars Checklist to seniors, as well as a link to "College Success 101" video.					
September	7	Counselors first inform students and parents about 21st Century Scholars (Student presentation – share Enrollment Flyer, available in English, Spanish, Burmese, and more.)					
	8	Counselors remind students of 21st Century Scholars (Student presentation – share Enrollment Flyer, available in English, Spanish, Burmese, and more.)					
	10	Communications directors email students about taking a career interests assessment (Share Grade 10 guide).					
	11	Communications directors email reminder to students to schedule a campus visit (Share Grade 11 guide and college success guide). Reinforce this message with a separate direct mail piece sent to 11th grade students' homes.					
October	7—12	At Parent/Teacher conferences, hand out information and have a dedicated computer for those who wish to enroll					
	9	Communications directors email teachers reminder to play Paying for College 101 in each 9 <sup>th</sup> grade home room (or equivalent class) and remind 21 <sup>st</sup> Century Scholars they can log the activity in ScholarTrack.					
	10	Communications directors email students about finding a workplace Experience Opportunity, with the opportunity for the Chamber of Commerce to support students by connecting them with local employers.					
	12	Communications directors send an email and create social media posts encouraging students to submit college applications by Nov. 1 (Share Grade 12 guide, re-share college success guide via email.) Reinforce this message with a separate direct mail piece sent to 12 <sup>th</sup> grade students' homes.					
November	7&8	Communications directors send families a direct mail letter encouraging 21st Century Scholars enrollment that is signed by a high level school administrator. Also send to families, and post 21st Century Scholars enrollment video on social media channels, reminding to students and parents to enroll in 21st Century Scholars.					
	12, College	The first of two College Goal Sundays ( <a href="https://collegegoalsunday.org">https://collegegoalsunday.org</a> ) takes place in early November annually (Nov. 7, 2021); promote this event to students to help them complete the FAFSA					
	12	Communications directors email students and parents and post on social media reminders to submit the FAFSA as soon as possible. Because some additional scholarships are first come first serve, submitting early means setting yourself up for success.					

	College	College Academic Advisors send email reminder to students about maintaining progress on credit requirements when registering for spring semester classes and additional required activities with an offer to meet and discuss any questions or concerns.						
January	9	Communications directors email students about participating in a service activity that can be logged in ScholarTrack.						
	11	Communications directors email teachers to share the Scholarship Research Worksheet to be shared with students in home room (or equivalent class) with the reminder that 21st Century Scholars can log the activity in ScholarTrack.						
February	7&8	Communications directors send an email to parents and students reminding them about 21 <sup>st</sup> Century Scholars enrollment, resharing the Enrollment Flyer and including the 21 <sup>st</sup> Century Scholars 25 <sup>th</sup> Anniversary Report. Reinforce this message with a separate direct mail piece sent to 7 <sup>th</sup> & 8 <sup>th</sup> grade students' homes.						
	12, College	The second of two College Goal Sundays ( <a href="https://collegegoalsunday.org">https://collegegoalsunday.org</a> ) takes place in late February annually (Feb. 27, 2022); promote this event to students to help them complete the FAFSA						
	College	College Academic advisors send students an email reminder to file FAFSA and ensure they are on track to meet the 30-credit hour requirement, sharing the College Credit Completion Requirements.						
March	12	Communications directors email teachers to play College Success 101 in each 12th grade home room (or equivalent class) with the reminder that 21st Century Scholars can log the activity in ScholarTrack.						
April	10	Communications directors email students to watch the Estimating your College Costs video and log the activity in ScholarTrack.						
	12, College	April 15 is the FAFSA deadline. Remind all students through email and 1:1 communication when possible.						
	12	Communications directors send students and parents an email and text message reminding them to file the FAFSA if they have not done so already.						
May	7&8	Communications directors send the final 21st Century Scholars enrolment reminder for the school year via a combination of email and text messages, as well as a direct mail piece. They emphasize that June 30th is the final deadline for 8th grade students.						
	College	College Academic advisors send students an email reminder ensuring they are registering for fall classes on track to meet the 30-credit hour requirement, sharing the College Credit Completion Requirements.						
June	7&8	Community organizations work with eligible students to complete 21st Century Scholars enrollment by June 30th, including by hosting registration drives with incentives such as free pizza.						
July	Rising 7&8	Within the context of existing summer programming, community organizations meet 1:1 with eligible families about enrolling in 21st Century Scholars and the benefits (share Enrollment Flyer, available in English, Spanish, Burmese, and more.)						
	Rising 7&8	Share information at Back to School Night with eligible families about enrolling in 21st Century Scholars and the benefits (share Enrollment Flyer, available in English, Spanish, Burmese, and more); send postcard with QR code linking to registration page.						
	Counselors	Lead Counselor/s to provide training on 21st Century Scholars program and benefits to counseling team						