**Sample Press Release**

**School Logo or Letterhead**

FOR IMMEDIATE RELEASE

Contact: [name of site coordinator] [school name]

[school address] [phone number]

[email of contact person] [high school website]

#### College Application Week to be held [Dates] at [Name of High School].

[Name of Your High School] will participate in College Application Week during the week of [dates].

As part of Idaho’s college access initiative, [Name of Your High School] will work with its seniors [Your School’s Event Dates and Times] to complete and submit online at least one college application.

The goal of the program is to get more students applying to colleges and universities early in their senior year.

[Name of Site Coordinator or School Principal], College Application Week event Site Coordinator/Principal for [Name of Your High School], expects more than [Insert Number] seniors to participate with the help of [Insert Number] volunteers from [Insert School Faculty, Administration, College, Community Resources That Will Help].

For more information: [INSERT WEBSITE LINK OR AN EMAIL ADDRESS] or Contact: [NAME OF SITE COORDINATOR]

Phone: [PHONE NUMBER] # # # # #