

Hi Student’s name,

We’re writing to check in with you regarding Excel Adult High School. It looks like you have completed # courses out of # which is \_\_% of the entire program - you’re on your way to graduation! The average Excel student graduates in about 6 months. Just as a reminder, you have 2 years to graduate from start to finish. ***We know you can do it!***

During your interview, you mentioned that you’re seeking an accredited high school diploma to get a better job, seek higher education, be a role model for your family, etc. Did you know that, according to the U.S. Census Bureau, high school graduates are less likely to insert from this list: experience unemployment, rely on government assistance, live in poverty, face incarceration? In addition, high school graduates tend to earn more money, go to college, and be healthier, and their children are more likely to benefit from higher education and opportunity.

Let’s talk next steps:

1. Have you transferred in your previous high school transcript, GED, HiSET, or TASC credits? Doing so will make your path to graduation ***shorter*** and ***faster***. Click [here](https://support.gale.com/doc/ehs-transcript-request-form) to access a transcript request form.
2. Make use of the resources built into Excel Adult High School, to help support you all the way to graduation. All the options below are available through your Canvas dashboard:
* **TUTORING:** Need one-on-one help? Train the Brain Tutoring offers 24/7, unlimited, live, on-demand tutoring in all subject areas.
* **LANGUAGE TRANSLATION:** Do you prefer to read/listen to course material in your native language? Immersive Reader translates course text into 140+ languages, reads the course material aloud, and is also available for quizzes/exams.
* **WRITING LAB:** Need help with essays? Go to the Writing Lab for assistance.
* **SUCCESS COACH SUPPORT:** Have specific questions about course selection, college planning, or career guidance? Your Success Coach is there to walk you through all your questions.
* **INSTRUCTOR SUPPORT:** Need to contact your course instructor(s)? Email them directly from your account, and they will get back to you within 24-48 hours.
1. [Log in to your Excel Adult High School account](https://gale.excelhighschool.org/), jump back on track, and graduate with your high school diploma at no cost to you! Please reach out to us with any questions or concerns. We are here to help you.

Warm regards,

**[Library staff name]**

OPTIONAL ADDITIONS:

+ Library name will be holding a graduation ceremony on date/time, and we’d love for you to be able to attend - either as an Excel student, or better yet, as an Excel graduate!

+ **[If student/library used the** [**Commitment Pledge**](https://support.gale.com/doc/ehs-commitment-pledge)**]** During your interview, we signed a Commitment Pledge, stressing that the library has offered you the chance to graduate with your high school diploma, free of charge. Given the magnitude of this opportunity, we hope you choose to continue your Excel coursework.

+ Imagine what your life looks like in 5 years. Future you will thank yourself for graduating with your high school diploma from Excel!

+ Have questions, concerns, or life issues that have derailed your focus? Your Success Coach is there to answer questions and work with you toward a path to graduation.

+ Still within the first 30 days of enrollment? Let us know if this program isn’t right for you, so that we can give your scholarship to another student.