**Purpose:** This email serves to recap the alumni counselor’s visit to campus, and should include the alumni counselor’s completed next steps. This email also serves to remind the student of their next steps, and set forth the plan for communication about goals and academic plans established during the academic email.

* Follow up emails to students should be sent within 24 hours of the campus visit.

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Hi Abi,

I hope you stayed warm on your bike ride to Gateway this morning – good preparation for the winter ahead! It was great to meet with you on Friday and hear about your successes at Gateway so far. Attached to this email are a few different documents:

1. The SMART Goals we created for the remainder of your semester
2. A template for you to create your “Ideal Week”
3. Instructions on how to create your “Ideal Week”

The next steps that we talked about at the end of our meeting are:

1. Contact Julius, Jaen or Michael for Captain Jim’s contact information by Friday
2. Contact Captain Jim within 2 days of when you receive his contact information to set up a time to meet
3. Plan out when you will build in the 3 hours of studying per day into your schedule (use the Ideal Week template)
4. Email Ms. Gallagher your Ideal Week (with studying time built in) by 10/28/11
5. Meet with your Computer professor during Office Hours by 10/28/11 to see how you can improve your grade on assignments

I’ll be checking in on your goals and these next steps throughout the next few weeks, so I’m looking forward to your updates! I hope you have a great week and please let me know if there is anything else I can help with.

Best,

Ms. Gallagher

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**Kathryn E. Gallagher**

*Alumni Counselor*

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