**First Draft College List Meeting Agenda Email – SAMPLE**

Email to team prior to meeting:

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Team,

I am looking forward to Wednesday’s meeting to review the draft college lists for the Class of 2013, AHS’s 4th senior class.  I have attached the draft lists (2013 Draft College Lists).  Please review the attachments prior to our meeting on Wednesday as we will not have time to review every list in great detail.  The document is organized by scholar competitiveness.

Here’s an overview of the information in the document:

* GPA – this is a cumulative estimate through 3rd quarter of 2011-2012 AY
* Testing – highest SAT score from March & May exams
* EFC – Expected Family Contribution as determined by the FAFSA4Caster using 2011 income taxes
* Rationale – includes: student preference (Major, distance, size), summer programs, APs, pertinent background information on scholar (where applicable)

Additionally, I have attached a rubric I drafted last year.  It is my intention to use it as a guide in reviewing the appropriateness of college lists based on GPA and SAT scores.  The rubric is not intended to replace high expectations or counselor knowledge of scholars and colleges.

In preparation for the meeting, I have identified the following agenda items:

1. Approach to Creating a College List
	1. Admissibility
	2. Affordability
	3. Socio-emotional
	4. Balancing the demands
2. Comparing 2013 to previous classes
3. Reviewing the lists
	1. High Flyers
	2. Special Cases
	3. Red Flags

Please do not hesitate to reach out to me with any questions prior to Wednesday.

Thanks!

Emery