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| Sample letter that high schools may want to use to send to parents requesting authorization to submit student records to the University of California. |

Dear Parent:

I am pleased to inform you of an opportunity for your child. Students who we identify as being in the top-tier of our school and whose parents have authorized us to release information to the University of California will have their student record information provided to UC to support UC’s Eligibility in the Local Context (ELC) program. However, we cannot release academic records to the university without parent authorization.

The UC ELC program identifies the top 9 percent of students from participating schools once they have applied to the university. Your child may become eligible for the nation's top public university system based solely on his or her academic performance at **[INSERT NAME OF HIGH SCHOOL]**. Student record information, including the student name, addresses, email, address, and transcripts will be utilized only by the University of California to implement and support the ELC program, to evaluate the ELC program, and to invite students to apply. Only University of California personnel and their authorized agents will have access to student records.

Students who apply to the University of California and achieve ELC status will be notified by the university that, contingent upon completion of all remaining admission requirements, they are eligible for admission. California high school students who are eligible in the statewide context or eligible in the local context and are not admitted to any campus to which they apply will be offered a spot at another campus if space is available.

We have a general idea of how many students will ultimately be included in the group identified as being in the top-tier of our school that will be submitted to UC in support of the ELC program and outreach. However, as of today we do not have an exact number and students have not completed this year's work which will be considered before we select students for submission to UC. Thus, given the stringent timeline we are working under, we need to seek authorization at this time based on an estimated rather than an actual number. This will result in some of the students for whom we seek your authorization not being included among those whose records are sent to UC.

There are at least three major benefits of this program to the selected students. First, students will gain the prestige of being identified by the University of California as a top student. Second, by being identified early, these students will benefit from campus outreach programs. Finally, students will know that they are being encouraged to consider a University of California education and are strong candidates for admission.

For additional information concerning the ELC program, please contact **[ENTER THE HIGH SCHOOL CONTACT, WHICH MIGHT BE THE GUIDANCE COUNSELOR]**. Please return the attached permission form promptly to make sure that your child doesn’t miss out on this opportunity.

Sincerely,