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SANTA BARBARA • SANTA CRUZ

OFFICE OF THE VICE PRESIDENT – STUDENT AFFAIRS

OFFICE OF THE PRESIDENT
1111 Franklin Street, 9th Floor
Oakland, California 94607-5200

<Date>

{Title}
{School Name}
{School Address}
{School City, State, ZIP}

Dear {Title}:

I am writing to invite you to participate in the University of California's Eligibility in the Local Context (ELC) program this summer. Now entering its tenth year, the ELC program provides one path to UC eligibility by identifying the top 4 percent of your upcoming senior class, based on courses completed and grades earned in these courses. The program is a partnership between the University and California high schools, and we are continually working to improve this partnership to the advantage of your students and our prospective applicants.

Thanks to your good efforts, the ninth year of the ELC program was once again a resounding success, with almost all of the state's public schools and more than 90 percent of the eligible private schools participating in the program. We look forward to the continued growth of the program and increased participation of California high schools. Please refer to the enclosed instructions for submitting your transcripts. **The submission packet includes information about streamlining the submission process by sending transcripts electronically.** In addition, there is information about how the ELC program conducts its evaluations with accompanying tips for preparing transcripts.

The ELC program will be administered this year in essentially the same manner as last year. Here is an overview of what you can expect from UC:

- Confirmation Calls: UC will telephone each school to assure that the appropriate school official has received ELC instructions. These calls have already begun.
- Participation Calls: Beginning July 21, UC will telephone each school for which a submission has not yet been received. We will call officials at the school, district and county offices until the submission is received or we receive written confirmation from the principal or superintendent stating that the school does not intend to participate this year. If this is the case, we will take the school off the call list once this signed statement has been received. Please send the letter on official stationery to:

**ELC Program, University of California Office of the President
P.O. Box 5908
Concord, CA 94524-0908,**

Or, fax the letter to (510) 587-6251.

- School Status: You may check the processing status of your school's submission at the following website: https://www.ucelc.org/ucschoolstatus/school_status_search.htm. Please check this site if you have any questions about whether your submission was received. This site also will contain information about when outcome reports are sent to your school and when your students are notified of the outcomes of the ELC evaluation.

Please review the attached instructions. It is essential to the success of the program and to the appropriate and timely identification of ELC students that the school secures parental permission and collects and sends students' transcripts to UC by **Friday, July 17, 2009**. This deadline was established to allow us sufficient time to evaluate students' transcripts, identify the students who are ELC eligible and report the results to schools for review prior to notifying students of their status in September. The early notification of students is necessary so they can prepare adequately for filing their UC admission application by the November 30 deadline.

This letter – as well as all the enclosed forms and instructions – can also be obtained from our website (www.ucop.edu/sas/elc) or by calling the ELC Help Desk at (800) 839-8507 each UC business day until December 1.

Since its inception in 2001, ELC has evolved into a successful and popular program in large part because it motivates students to achieve and to consider the University of California among their college choices. It also provides the University and its individual campuses with a way to contact students early in their senior year and to stay connected with them throughout the application process.

We cannot provide the benefits of this program to your students without your support and assistance, and we appreciate the effort that it takes for your school to participate. Please let us know if we can be of assistance to you as we seek to implement the Eligibility in the Local Context program for the class of 2010.

Sincerely,



Susan A. Wilbur, Ph.D.
Director of Undergraduate Admissions

Enclosures

cc: State Superintendent of Schools O'Connell
California Secretary of Education Thomas
District and County Superintendents
High School Counselors
Vice President Sakaki
UC Board of Admissions and Relations with Schools
UC Admissions Directors
UC Admissions and Outreach Officers