This set of templates provides a starting point for contacting high school teachers, administrators, and guidance counselors. All templates use polite and concise communication.

**Effective Communication Templates for High School Faculty & Staff are:**

- Quickly Customizable to each interaction and the sender’s voice
- Edited for correct grammar
- Used to support authentic communication and relationship building
- Time Savers

**Effective Communication Templates for High School Staff & Faculty include:**

- Emails that you send frequently (yearly or quarterly) to many people
- Accurate information, given the institution processes
- Polite and professional language to accurately represent your college and the teaching profession