**STAFF TIP SHEET**

**Gale Presents: Excel Adult High School at [insert your library name].**

**What you need to know:** Excel Adult High Schoolis a 21.5 credit online high school completion program that allows public libraries to offer **accredited high school diplomas** (not an equivalency exam like the GED) to adults who wish to prepare for entry into the workforce, further their career, or attend college.

**Who is eligible**: Adults [insert your library’s age requirement]-years old who reside in [insert your library’s service area] and have successfully completed the 8th grade.

Program applicants must have a library card or be willing to apply for a library card.

**How to apply for an Excel Adult High School scholarship:** Prospective students can learn more about the program at [insert your library’s program landing page or your library student recruitment website URL].

On our library’s student recruitment website, they can take the first step in applying for a scholarship by clicking the “GET STARTED” button in the upper right corner.

**If potential students have questions:**

Email [insert your library’s Excel program email address]

Call [insert your library’s Excel program phone number]

The Library’s Excel Adult High School program manager is [insert program manager name]. They can be contacted at [insert how the program mgr. would like to be contacted (phone or email).