



# MEMO

DATE: MAY 18, 2021

TO: MONTANA HIGH SCHOOL COUNSELORS  
Amy M. Leary, Executive Director  
[Amy.Leary@MontanaColleges.com](mailto:Amy.Leary@MontanaColleges.com)

FROM: AMY LEARY, MPSEOC EXECUTIVE DIRECTOR

RE: 2021 COUNSELOR DIRECTORY, COLLEGE FAIR DETAILS, ONLINE FORM, COVID-19 UPDATES, ETC.

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On behalf of the Montana Post Secondary Educational Opportunities Council (MPSEOC), we want to extend our thanks to all Montana counselors for all your incredible work in helping students and education through this transitional time of COVID-19. Please know we are here to help you in any way we can. We are committed to help in any way we can. Thank you for all you do.

It is the time of year where we finalize your details for our fall events. **With COVID-19**, we want you to know that we are committed to offering a hybrid of options our fall events for the **September College Fairs, Counselor Update, Guide Book To Higher Education, and more**. As we all are unsure of what fall will bring, we are planning for multiple options. Therefore, we are asking you to confirm your details for the fall fairs in the event that we are able to still host in-person events. Please know that safety is a priority to us in this. We are working on virtual & alternative programming for these events if in-person is restricted. Please keep an eye out for updates throughout the summer while we will be monitoring this situation very closely. Thank you for your understanding and team efforts in this, as we all learn together. Please share any questions, concerns, thoughts you may have. We will keep in contact over the summer and early fall with final details.

Please take a few moments to confirm the following details in order to ensure quality and cost-effectiveness in our planning. We ask that you act on the following items **[on or before June 4, 2021](#)**. **Thank you so much for all of your team help and efforts to help students together!**

**Please help in completing the following (3) steps for your high school:**

- 1. Verify that the Contact Information for You & Your School Is Correct – See Included Document for Review.**  
In this packet, we ask you to verify your high school name, counselor name, mailing address, phone, e-mail, website, etc. We will be publishing this information this coming fall 2021, so we want to make sure we have your information correct. Other counselors, students, parents, college representatives, and many agencies use this directory throughout the year, so please help us keep it updated for you! Thank you! *(\*Please just let us know if you have questions or need additional help.)* Preview your listing online & submit changes @ [www.MontanaColleges.com/counselordirectory](http://www.MontanaColleges.com/counselordirectory)
- 2. Check the College Fair Location & Date** for which your school has been assigned in September. If you wish to attend another college fair, please indicate as such in Step 3 in the Final Online Form for your school. Please note that the time listed is the time duration for the entire fair. The Fair Site Coordinator will contact you in the fall with the exact assigned time for your school.
- 3. Submit Your High School Online Form**
  - To Submit This Form Visit: [www.MontanaColleges.com/fall](http://www.MontanaColleges.com/fall)

**Thank you so much for all the good work you do! You and your students are in our thoughts as this school year closes. Please know we are here to help in any way can if you need anything.** We look forward to hearing from We look forward to hearing back from you and connecting with you and your students in the fall!

Amy M. Leary | Executive Director  
The Montana Post Secondary Educational Opportunities Council (MPSEOC)  
406.531.3531 | [Amy.Leary@MontanaColleges.com](mailto:Amy.Leary@MontanaColleges.com)