

PREPARING FOR HIGHER EDUCATION



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Transitioning to College: Discussing Your Decision

Returning to school can create new opportunities for you and a different future for your family. Discuss your decision with the important people in your life like your family, friends and employer.

Talk with your family and friends

Their support while you are in school will help you succeed.

- Share your educational goals with your family.
- Hold a family meeting to discuss:
 - Your course schedule
 - Your plan to study—when, where and what you'll need from them
 - Your plan to play (free time)—let them know when you'll be available
 - Household chores and responsibilities

- Personal and financial sacrifices that may need to be made
- How to deal with a potential reduction in income
- Take your family on a tour of your school. This will help them have a mental picture of where you are when you are in class.
- If you have children, do your homework when they do theirs.
- Find backup childcare. What will you do if your child has to miss a day of school? Does your campus offer childcare?

Talk with your employer

Many employers actively support their employees' educational goals and

continues on reverse...



provide benefits to employees seeking to further their skills.

- Connect with Human Resources to research your employer's education policies such as:
 - Tuition reimbursement
 - Flexible work hours
 - Reduced work hours with continued job security
 - Advancement opportunities
 - Leave policy (if you are asking for a leave of absence)
- Meet with your boss privately at his or her convenience.
- Prepare your talking points in advance.
 - Explain what you plan to do and how it will affect your work.
 - Share how your education will make you a better and more valuable employee. In the long run, your choice will benefit both you and your employer.
 - If you plan to leave the job altogether, explain why and how it

will help you reach your longer-term goals in life.

- If you plan to return to work with the same company, convey this goal to your employer.
- Be prepared to answer questions.
 - "Are you planning to leave the company?"
 - "Are circumstances at our organization impacting your decision to leave?"
- If you are planning to leave your job, be sure to give sufficient notice. What is your employer's policy? Does your position require a two-week or a 30-day notice?
 - Make your decision official by submitting a resignation letter to your boss. Be sure to restate the reasons for your decision, but also list the skills and lessons you've gained during your tenure. You want to leave on a good note in case you'd like to return or need a letter of recommendation.

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