



## Mandatory TN Promise Meeting Details

### Meeting Purpose:

This one-hour, mandatory meeting will provide students an overview of TN Promise/tnAchieves requirements and will allow students to meet with their volunteer mentor. We want to get students excited about attending a post-secondary institution tuition free!

### Eligibility:

- All high school seniors who applied for the TN Promise scholarship should be in attendance as it is a requirement for maintaining the scholarship.
  - **A parent/guardian cannot attend the assigned meeting on a student's behalf.**
  - **Students must arrive to the meeting on time and stay the full duration of the meeting.**
- If a student is unable to attend, please direct them to our excuse form: <https://www.tfaforms.com/5012496>

### Excuse Form:

- Students are responsible for notifying tnAchieves prior to or following their missed meeting via the excuse form provided at [tnAchieves.org](https://www.tnAchieves.org). **Failure to meet this requirement, even with a valid excuse, may result in the loss of TN Promise eligibility.**
- Excusable absences may include participation in a school-sanctioned event (e.g., athletic event and/or practice, concert and/or rehearsal, national or state conference or competition), death in the immediate family, personal illness, conflict with post-secondary class schedule, conflict with religious observance, personal or immediate family emergency, conflict with work schedule or lack of transportation
- Students who graduate high school during the fall term are required to return to their high school for the assigned mandatory meeting.
- Once a student has submitted an excuse form, they will receive follow-up communication from tnAchieves within 48 hours to the email address listed on their TN Promise application.
- **If the excuse form is approved, students will be given access to a mandatory webinar via email on February 1, 2023 that must be completed by March 1, 2023 in order to remain eligible for TN Promise.**

### Preparation:

- Encourage students to make it a priority to attend this meeting.
- Support students in completing the excuse form, if needed.
- If the meeting is being held at your high school:
  - Help to ensure mentors can access the building and meeting space in advance.
  - Ensure the space is set up with tables, chairs, microphone, etc., if necessary.

### Day of Meeting:

- tnAchieves will arrive 45 minutes prior to meeting start time to set up
- Volunteer mentors will be asked to arrive 30 minutes prior to meeting start time
  - All our volunteer mentors have had a background check.
- Students will arrive and complete the sign in process at their assigned table.
  - Students will be provided their table number in advance of the meeting via email and text message so they will know where to sit.
- We will begin the meeting promptly at the start time
- tnAchieves will dismiss students at the conclusion of the meeting. Students are not permitted to leave the meeting early!