

To Whom It May Concern:

Thank you for your continued interest and participation in the FBI Teen Academy program in Sacramento. I sincerely hope that you will encourage all high school juniors from your school to apply to be considered for the next FBI Teen Academy held at Sacramento Division headquarters. This exciting experience will be offered to a limited number of students on **Friday, April 12, 2019, from 7:30 a.m. to 5 p.m.** at the FBI Sacramento Division headquarters located at 2001 Freedom Way in Roseville, CA.

The FBI Teen Academy exposes students who attend to our careers, values and priorities; introduces the types of cases the FBI investigates; improves awareness of the hidden dangers of social media, online communication and more; inspires a desire for physical fitness; and encourages maintenance of a healthy lifestyle free of crime, drugs, gangs and violence. After attending, students are better prepared to serve as role models in their academic and social communities. Empowered with greater awareness of the challenges that face our community as a whole, students are encouraged to openly share their experiences and gained knowledge with their peers, offering support and guidance to those who may be facing challenging issues.

Students must complete all materials and obtain the necessary signatures as indicated on the application checklist listed online at <https://www.fbi.gov/contact-us/field-offices/sacramento/community-outreach-1>

The required essay must indicate why the student wants to attend the one-day academy and what benefit the experience may have for his or her school and/or community. Proper essay format, good grammar, solid word choice, and proper punctuation are required.

Completed application packages are accepted at Sacramento FBI headquarters by postal or hand delivery during normal business hours (Monday through Friday, 8:15 a.m. – 5 p.m.) from now until the **deadline: Monday, March 11.** In the interest of fairness, faxed, emailed and late applications will not be accepted.

Prior to signing a student's application form, school officials should review the application, cumulative academic GPA (without Advance Placement enhancements), and essay prior to signing the application. The signature is the official's endorsement of the applicant and his/her ability serve as a representative of the high school.

A panel comprised of FBI personnel and FBI Citizens Academy alumni will review all complete application packages received by the deadline. All applicants will be notified of the status of his or her application by email no later than the close of business on Monday, April 1. Students selected to attend the class will be required to confirm their attendance will then receive additional information regarding what to expect and how to prepare for arrival at our division headquarters.

If you have any further questions regarding the FBI Teen Academy or the application process, please contact me (Katie Burnett) at Email: [kjburnett@fbi.gov](mailto:kjburnett@fbi.gov) Desk: 916-746-2780 Cell: 916-217-6349.