

**Woodside Elementary School District**  
**3195 Woodside Road, Woodside, CA 94062**  
**650-851-1571 ~ fax: 650-851-5577**  
[www.woodside.k12.ca.us](http://www.woodside.k12.ca.us)



September 6, 2019

Dear Fifth Grade Parents,

Fifth grade is an exciting time, and while we hope that you stay at Woodside School for Middle School, we realize that some of you may be considering applying to attend private school next year. This letter is to help you through the process so you will be able to anticipate what needs to be done. When requesting a letter or recommendation from an administrator and/or teacher, please follow the guidelines below.

As a courtesy to our teachers, please ask (either in person or email) each teacher ***prior to Friday, November 15, 2019*** if they would be willing to complete a recommendation form or write a separate letter of recommendation.

Please complete the attached school list form so we know which schools you are applying to and from which teachers you have requested recommendations. Also, let us know if your application is through the Ravenna system. Return to Monique Hunt in the school office by ***Friday, November 15, 2019***.

The Administrator Recommendation form may be requested from any one of the administrators.

Please complete the attached form so we know which schools you are applying to and from which teachers you have requested recommendations. Also, let us know if your application is through the Ravenna system. Return to Elvira Martinez by ***Friday, November 15, 2019***.

Submit any **paper** *Teacher Recommendation Forms* and *Administrator Recommendation Forms* to Elvira Martinez by ***Friday, November 15, 2019***. Please do not give these forms directly to the teachers or administrators. The school will compile forms and distribute them to the appropriate teacher(s) and administrator. (Be sure to specify which teachers/administrator you would like to complete the forms.) There is no need to provide stamped, addressed envelopes.

Submit ***Transcript Release and Confidentiality Forms*** to Elvira Martinez for processing (unless the request is going through the Ravenna System).

All requests must be submitted to Elvira Martinez no later than ***Friday, November 15, 2019***. Delays in processing may occur if they are not turned in on time.

Submit ***Woodside School Student Biography Form*** (see attached) to Elvira Martinez by ***Friday, November 15, 2019***. This form is needed to complete your request for a recommendation. Once we receive it, a student interview with an administrator will be scheduled.

Please feel free to contact Elvira Martinez at [elviramartinez@woodsideschool.us](mailto:elviramartinez@woodsideschool.us) or 851-1571, ext. 4002) if you have any further questions.

## **Ravenna Instructions**

1. Make sure to make your child visible to our school in Ravenna (be sure to select the correct Woodside School as there are at least 2)
2. Make sure to submit emails for the correct teachers
  - a. For middle school this is usually math teacher, English teacher and an admin
  - b. For primary it varies by school
  - c. Be sure to check the email address you are submitting so it is correct (our email addresses are first name initial, then last name, then @woodsideschool.us). This is very important – if you aren't sure of an address please check in the school directory or contact the school office
  - d. Make sure to select the correct form for the person you are requesting (principal, teacher, etc.)
3. Download the Transcript request form from Ravenna, complete your portions, sign and date.

## Woodside School District

Student Name:

Grade:

Date:

School	Teacher/Admin	Ravenna(Y/N)
1.		
2.		
3.		
4.		
5.		

**Please submit to Elvira Martinez in the school office by Friday, November 15, along with any teacher/admin recommendation forms and transcript requests.**

# Woodside School Student Biography

Name: \_\_\_\_\_

**Directions: Please have the student fill out and submit to Elvira Martinez in the school office by Friday, November 15, 2019. This is to be completed by the student and is only for use by our school staff. Some sections may only be applicable to Middle School students. Please feel free to attach additional pages.**

1. I am applying to the following private school(s):

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2. Academic Achievements

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3. Community Service

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4. Student Council

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5. Hobbies

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6. Sports

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7. Special Interests

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8. What do you want the school(s) to know about you?

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