

## **Ravenna Instructions**

- 1. Make sure to make your child visible to our school in Ravenna (be sure to select the correct school, Woodside Elementary)
- 2. Make sure to submit emails for the correct teachers when assigning recommendation forms
  - a. For middle school this is usually your child's Math teacher, English teacher and an administrator (Mrs. Pedersen)
  - b. For primary grades, 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 email address or spelling 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.)
  - e. Please submit assign all recommendation forms to teachers by Friday, November 8th to ensure timely completion
- Download the Transcript request form from Ravenna, complete your portions: print, sign and date OR delegate online, if available. If delegating online, assign the form to Elvira Martinez
  (elviramartinez@woodsideschool.us)