



### **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 writing your child's recommendations
  - a. For middle school this is usually your child's Math teacher, English teacher and an administrator (Mrs. Pedersen)
  - b. For elementary school, 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.
4. Completion of the *transcript release form* and assignment of all *teacher and administrator recommendation forms* must be completed by November 4, 2022.