Dear Eighth Grade Families,

Eighth grade is an exciting time, and some of you may be considering applying to attend a 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 have your child ask (either in person or email) each teacher *prior to Friday, November 3, 2023* if they would be willing to complete a recommendation form or write a separate letter of recommendation.

❏ Please complete the private school list form so we know to which schools you are applying 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 3, 2023*.

❏ Submit any **paper** *Teacher Recommendation Forms* and *Administrator Recommendation Forms* to Elvira Martinez by *Friday, November 3, 2023*. Please do not give these forms directly to the teachers or administrators. Elvira will compile forms and distribute them to the appropriate teacher(s) and administrator. (Be sure to specify which teachers you would like to complete the forms). There is no need to provide stamped, addressed envelopes. Most recommendations are now web-based so this step may not apply to all.

❏ Submit *Transcript Release and Confidentiality Forms* to Elvira Martinez for processing by *Friday, November 3, 2023*. If you are delegating the form online, it should be delegated to elviramartinez@woodsideschool.us.

❏ Submit *Woodside School Student Biography Form* to Elvira Martinez by *Friday, November 3, 2023.* This form is needed to complete your request for a recommendation. Once we receive it, an interview with an administrator will be scheduled.

❏ **All requests and paperwork must be submitted to Elvira Martinez no later than *Friday, November 3, 2023* otherwise there will be delays in processing requests on time.**

Please feel free to contact Elvira Martinez at emartinez@woodsideschool.us or 851-1571 if you have any further questions.