

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](mailto: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](mailto:emartinez@woodsideschool.us) or 851-1571 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 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 3rd to ensure timely completion
3. 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)**

# Woodside School Student Biography

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

**Directions: Please have the student fill out and submit to Elvira Martinez in the school office by Friday, November 3rd, 2023. 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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## Woodside School District

**Student Name:**

**Grade:**

*Please list the private schools that your child will be applying to, as well as the staff members who will need to write recommendations. Indicate "Yes" or "No" if the recommendation form will be delegated through Ravenna.*

School	Teacher/Admin	Ravenna(Y/N)
1.		
2.		
3.		
4.		
5.		
6.		

Please submit to Elvira Martinez in the school office by **November 3rd, 2023** along with any paper teacher/admin recommendation forms, if applicable, and transcript request forms.