



A. E. Kent Middle School

800 College Avenue, Kentfield, California 94904
Tel (415) 458-5970 Fax (415) 458-5973
Grant Althouse, Principal

November 2, 2020

Dear Parents/Guardians and 8th Grade Students,

If your child is planning on applying to a private high school for the 2021/22 school year, please read the important Information about the process for teacher/administrative recommendations and transcript requests. **The final date** to have all requests for teacher recommendations and transcripts is **FRIDAY, DECEMBER 11, 2020**.

STUDENTS ARE RESPONSIBLE FOR COMPLETING THE FOLLOWING STEPS TO PREPARE FOR PRIVATE HIGH SCHOOL APPLICATIONS:

- Go to the website of the school you are applying to, to learn their process. Some schools use a direct link for teacher/admin recommendations, transcripts and test scores. Some schools use an uploading system, such as Ravenna. If Ravenna Solutions is being used, PLEASE MAKE SURE TO SET UP AN ACCOUNT. Use AE Kent Middle School in Kentfield, as the school currently attending, AND list the school(s) applying to.
- Students are to provide the following information to me, Lisa Sandberg, via email (lsandberg@kentfieldschools.org):
 - A list of every school you are applying to
 - Name of Teacher(s) asked to write a teacher recommendation. MUST be a CURRENT 8th grade teacher (usually Math and Language Arts)
 - Name of Administrator asked to write recommendation:
 - Principal, Mr. Grant Althouse, Vice Principal, Ms. Wendy Holmes, or Counselor, Ms. Heidi Longo
 - A bulleted list of extracurricular activities and interests

It is the student's responsibility to send the direct link, or the link to the uploading system, to the requested staff member.

All transcript, attendance and test score requests need to come through me.

- If there are any changes, or you decide not to apply, PLEASE let me know ASAP.

Best Regards,

Lisa Sandberg

Administrative Assistant to the Principal