



# A. E. Kent Middle School

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Grant Althouse, Principal

October 12, 2018

Dear Parents/Guardians,

Redwood High School principal, David Sondheim, will present to Kent 8th grade parents and students about the transition to High School on the evening on Thursday, November 15th from 6:30 to 8 pm in the Kent Library. Please plan to join us for this informative discussion about High School.

*If* your child is planning on applying to a private high school for the 2019/20 school year, please read the important Information about the process for teacher recommendations and transcript requests. **The final date** to have all requests for teacher recommendations and transcripts, to Kent, is **FRIDAY, DECEMBER 7, 2018**. No requests will be accepted during the winter break, as the office will be closed. Thank you for your cooperation.

## TEACHER RECOMMENDATIONS & TRANSCRIPT REQUESTS FOR PRIVATE SCHOOLS

- All private schools use an online process. Please check the private school's website for how to apply online.
- Please make sure your child sends the "direct link" to the teacher(s), and administrator (Principal, Assistant Principal or Counselor). If there is a direct link for transcripts and attendance, please send that to me at [lsandberg@kentfieldschools.org](mailto:lsandberg@kentfieldschools.org).
- Please make sure to *either* email me, or have your child drop off the information to me in the Kent office, about where your child is applying, and who has been requested to write the recommendations. Most schools request CURRENT math and language arts teachers.
- Include a brief, bulleted list of your child's extracurricular activities, community service, leadership roles, sports, and interests outside of school.
- If your child changes his/her mind applying to a school PLEASE let me know ASAP.

Best Regards,

Lisa Sandberg

Administrative Assistant to the Principal

[lsandberg@kentfieldschools.org](mailto:lsandberg@kentfieldschools.org)

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