

September 13, 2011

Dear Eighth Grade Families:

The school year has gotten off to a great start! This promises to be an excellent year for our eighth grade students who appear to be enjoying their status as our school leaders.

The purpose of this letter is to explain the private high school application process as well as the process of obtaining letters of recommendation from the Del Mar staff in case your child does apply. Private schools usually require:

- ☞ Two to four letters of recommendation;
- ☞ Transcripts, including test scores; and
- ☞ Grades from the first trimester of eighth grade and all of seventh grade.

It takes our office staff approximately one and a half hours to process the initial application and thirty minutes for each subsequent application. The School Board authorized a \$50.00 fee to cover process costs that are in addition to the steps we normally take for students going to Redwood. This is a one-time fee and will cover any number of private school applications. The fee is payable when you bring in your recommendation forms (check payable to Del Mar School).

With regards to letters of recommendation, Admissions Directors expect teachers to use the forms provided by the schools and they specifically do not want general letters of support. Be assured that the Del Mar teachers do an excellent job with regards to high school recommendations and that I personally read every recommendation that leaves this school. If your child will be attending Redwood or another public high school, letters of recommendation are not necessary.

There are two ways to gather more information about specific private schools. The first is to attend the Marin County High School Night being hosted by Marin Catholic on September 27th at 6:30. The flyer for this event can be found on the Del Mar Website in Hot Links: High School Information. Your child may also tour high schools. If so, it is recommended you make arrangements early. We ask that you try to limit the number of tours to keep lost class time to a minimum.

To help us process your applications most efficiently, please make an effort to bring in application information to all schools at the same time. **All transcript request forms and recommendation forms must be processed through the office. They do not go to the individual teachers.** While paperwork goes through the office, we suggest that students demonstrate the courtesy of speaking with teachers directly, both to ask and thank them for writing letters on their behalf. If you are applying to private schools on a scholarship basis, please give us a note to that effect, and we will waive the fee.

If you have any questions about our procedures, or if you simply wish to discuss high school programs, feel free to contact me.

Sincerely,

Alan Vann Gardner, Ed.D.
Principal