

September 25, 2009

To: Eighth Grade Parents/Guardians:

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 process for obtaining letters of recommendation from the Del Mar staff. If your child is applying to private schools, these letters are an important part of the process. Admissions directors do want our teachers to use the forms from the schools. They specifically do not want general letters of support. Be aware that I personally read every recommendation that leaves this school. The Del Mar teachers do an excellent job in this regard. If your son/daughter will be attending Redwood or another public high school, letters of recommendation are not necessary.

If you plan to have your son/daughter tour high schools, it is recommended you make arrangements early. We would also ask that you try to limit the number of tours to keep lost class time to a minimum.

Private schools usually require two to four letters, transcripts, including test scores, and grades from the first semester of eighth grade and seventh grade final grades. 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).

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.** 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 call me.

Sincerely,

Kit Pappenheimer  
Principal