



PROTOCOLS FOR RECOMMENDATION LETTERS FROM SCHOOL FACULTY & ADMINISTRATION

Teachers and administration are willing to prepare letters of recommendation to private schools, magnet schools, and other such educational institutions for our students. However, please adhere to the following protocols for such requests.

1. School staff members are not obligated to complete recommendation forms, but will do so if families provide the request between October 30 and December 11, 2017. Applications received after the winter vacation may be declined.
2. Families may not request recommendations for more than 5 schools. Parents are encouraged to research the type of school and program that best fits their child's needs. Families may request no more than 5 recommendation letters in the same school year.
3. Provide a self-addressed envelope for each application. You must write your child's name on the application for each of your desired schools and complete the portion of the application designated for parents/guardians.
4. Most schools will require forms from your child's current teacher and one administrator. Place 2 stamps on the addressed envelope for the teacher and 2 stamps on addressed envelope for the administrator. They will be mailed separately.
5. Most schools will require copies of the applicant's cumulative records/transcripts. Place 4 stamps on a larger size envelope to suffice submission of your child's transcripts. (Includes 15-20 pieces of 8.5X 11 sheets of papers.) Complete the Request for Transcripts Form and leave with the Office Technician, Claudia Morales, with the addressed envelope.
6. Know the due dates for applications and take care of them in advance of the deadline. Leave your request with one of our office staff members; they will ensure the appropriate employee receives these types of requests.
7. We do not fax applications. Please use Kenter Canyon School's return address on all envelopes: 645 N. Kenter Avenue, Los Angeles, CA 90049.
8. All recommendation packets submitted by Kenter staff are confidential. Copies are not provided to the student or parents of applicants.
9. Electronic recommendation forms are increasingly being used by several schools. Please alert staff and administration to look forward to the electronic applications just in case it goes to spam folders. The time frame for the electronic requests is the same as for hard copy requests.

Thank you for your cooperation with these protocols.

Kenter Canyon Faculty & Administration

