

2021-2022 PROTOCOLS FOR PRIVATE SCHOOL RECOMMENDATION LETTERS FROM SCHOOL FACULTY & ADMINISTRATION



Teachers and administration will consider preparing 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 may agree to do so if families make the request between November 9 and December 18, 2020. Applications received after the winter vacation may be declined. Administration and teachers also have the right to refuse to complete such requests. Most applications are due during the LAUSD winter break session.
2. Families may not request recommendations for more than 4 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 4 recommendation forms in the same school year. We do not write individual "letters of recommendation"; all private schools request "recommendation forms" that they provide. Most are available electronically; however, few still use hard copy forms. With the pandemic, electronic versions are preferred.
3. If a hard copy is requested, it will not be accepted unless you 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, including your signature.
4. Most schools will request recommendation forms from your child's teacher and an administrator. It is your responsible to adhere to the guidelines of the prospective school. Place 2 stamps on the addressed envelope for any 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 drop off at the Kenter Canyon Main Office with Ms. Heather Savala, Kenter Canyon's Office Technician. Ms. Savala will prepare the documents and mail them in the addressed/stamped envelope that you will provide. Office staff needs at least 3 days advanced notice of transcript request. Most schools will require the inclusion of the first report card. We discourage you making a recommendation request prior to distribution date, November 13, of the first report card.
6. Know the due dates for applications and take care of the parent portion 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. You must waive your right to see a copy of the forms submitted.
9. Electronic recommendation forms are used by most private 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



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