



Ravenna Instructions

1. Make sure to make your child visible to our school in Ravenna (be sure to select the correct school, Woodside Elementary)
2. Make sure to submit emails for the correct teachers when assigning recommendation forms
 - a. For middle school this is usually your child's Math teacher, English teacher and an administrator (Mrs. Pedersen)
 - b. For primary grades, it varies by school
 - c. Be sure to check the email address you are submitting so it is correct (our email addresses are first name initial, then last name, then @woodsideschool.us). This is very important – if you aren't sure of an email address or spelling please check in the school directory or contact the school office
 - d. Make sure to select the correct form for the person you are requesting (principal, teacher, etc.)
 - e. Please submit assign all recommendation forms to teachers by Friday, November 8th to ensure timely completion
3. Download the Transcript request form from Ravenna, complete your portions: print, sign and date OR delegate online, if available. **If delegating online, assign the form to Elvira Martinez (elviramartinez@woodsideschool.us)**