



the branson school P.O. Box 887, Ross, CA 94957 (415) 454-3612

To Whom It May Concern:

I hope that summer is finding you well and that you have been able to take time away from the office to rest and to recharge for the upcoming year. Before we know it, students will be back on campus, and many of your 8th graders will be applying to various high schools. This letter contains information for those students who wish to apply to Branson.

The primary change that the Admission Office is making this year is that parents and students will complete their portions of the application process on-line. We hope that the switch from paper to on-line application will facilitate the process for our applicant families and save trees and postage. We will still require hard copies of transcripts and the four letters of recommendation from a student's middle school, as well as official reports of standardized tests.

Here are some important upcoming dates:

- August 1, 2009: Our new on-line inquiry form will be available. **Parents must complete the on-line inquiry form before calling our office to schedule their child's visit.** (Note: The on-line inquiry form is different from the actual application.) The on-line inquiry form asks for more complete information from an applicant family than our previous on-line inquiry form.
- August 10, 2009: Parents can call the Admission Office to schedule their child's visit. Parents should call (415) 454-3612, ext. 206 or 207.
- October 1, 2009: Parents and students can begin filling out the on-line application.
- Visits start on October 5, 2009.

If you have any questions, please feel to contact me. Have a wonderful remainder of your summer.

Sincerely,

Phil Gutierrez
Director of Admission
The Branson School
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415-454-3612, ext. 302