



# Florham Park School District

**Ridgedale Middle School**  
71 Ridgedale Avenue  
Florham Park, NJ 07932

**Nicholas Steffner, Principal**  
973-822-3855 ~ phone  
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Dear Parents & Guardians,

Please allow this letter to serve as a guide for the process of your child's post Middle School matriculation decisions. As you may know, our students, unless otherwise specified, will attend Hanover Park Regional High School upon graduation from RMS. You may choose however, for your child to attend a different educational institution to start their high school career. This communication will serve to provide insight into the various options students have and how we, as a school building, handle that process.

## **Students attending Hanover Park Regional High School District**

*Handled by RMS Administrative Assistant*

If your child plans to attend Hanover Park Regional High School District, we will send academic records up to high school within two weeks of graduation. We automatically send this information unless we have been notified otherwise, which would mean your child is attending a private high school, MCVSD or you are moving out of town.

## **Students attending Morris County Vocational School District**

*Handled by School Counselor*

Your child must complete the application process in full through the website and registrar. Once you complete that process, we will receive a request for academic records to be shared with MCVSD. The records release form is part of the application process and we will honor a request for records from this institution since we know that the only way they reach out to us is if the application, including the records release form, has been fully submitted. A representative from MCVSD will be presenting to our 8th graders on October 25th to outline their programs. We have received permission to film and disseminate this information to our 8th grade families which we will do following the presentation.

## **Students attending other Private or Public High Schools outside of HP**

*Handled by RMS Administrative Assistant*

Your child must complete the application process in full through the website and/or registrar. Once you complete that process, we will receive a request for academic records to be shared with that institution. We may receive records release forms electronically, which will require no additional support from the parents. If the institution provides you with a hard copy of the records release form, please bring that into the main office, attention Amanda Keller, for processing.

Pay attention to the application process as some institutions may require the parent to upload initial academic records. If this is the case, you can access, download and share your child's report card via Genesis, with those schools.

## **Process for seeking letter of recommendation from school personnel**

Many of the institutions to which you will apply have moved to a fully automated system for requesting letters of recommendations from staff. In addition to providing the staff's email address to the institution in which you are applying, we require that all students, in person, request a letter of recommendation from our staff members. This is a great life skill and one that will inform our staff that they should expect an electronic request for a recommendation or if need be, develop a hard copy for dissemination. This also applies to Mr. Steffner and our School Counselor, who are often asked, and always willing, to support students through our recommendations.

Sincerely,

*Nicholas Steffner*

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Principal  
Ridgedale Middle School  
*"A Community of One"*