



2025-2026

# APPLICATION CHECKLIST

*We're thrilled you're considering Menlo School. We know the application process can seem a little daunting. To help you navigate it, we've put together this detailed checklist of what to do, when to do it, and how long it might take. If you have any questions, please reach out. We'd love to connect with you.*

APPLICATIONS ARE DUE

**JAN. 8, 2026**

## **In Ravenna: *Submit the Application & Register for Events***

Ravenna is our application platform. Here, you'll submit your application materials and register to attend events and activities designed to help you get to know Menlo.

### **Create a Ravenna Account**

*Sept.-Dec. | 5 min*

### **Add your Student Profile**

*Sept.-Dec. | 5-10 min*

### **Start the Menlo School Application**

*Sept.-Dec. | 5 min*

### **Submit the Preliminary Form and Application Fee or Fee Waiver Code**

*If the application fee presents a burden to your family, you may use waiver code: GOKNIGHTS*

*Sept.-Oct. | 15 min*

### **Register for the Student Visit and Interview Experience**

*Student visits happen Oct.-Dec.*

*Sept.-Nov. | 5 min*

### **Register for a STAR Assessment & Writing Sample Day**

*Sept.-Dec. | 5 min*

### **Complete and Submit the Ten-Minute Takes Form**

*Sept.-Jan. | Due Jan. 8, 2025 | 10 min*

### **Complete and Submit the Activity & Interest Form**

*Sept.-Jan. | Due Jan. 8, 2025 | 15 min*

### **Delegate Two Teacher Recommendations**

*Sept.-Dec. | 5 min*

### **Delegate One Principal/Counselor Recommendation**

*Sept.-Dec. | 5 min*

### **Submit the Transcript Release Form to Your Current School**

*Sept.-Dec. | 5 min*

### **Register for a Preview Day (Optional)**

*Preview Days are Oct. 18 & 19 and Nov. 15 & 16*

*Sept.-Nov. | 5 min*

### **Register for a Parent Information Session (Optional)**

*Sept.-Dec. | 5 min*



*Scan to create a  
Ravenna account*



*Step-by-step guide  
to creating your  
Ravenna account*

## At Menlo: *See the School in Action*

We hope you'll join us on campus for these events designed to help you get to know us better. The Student Visit & Interview Experience and the STAR Assessment & Writing Sample are required (unless you live outside the Bay Area).

### Attend the Student Visit & Interview Experience

*Oct.-Dec. | 3 hours*

### Take the STAR Assessment & Writing Sample

*Jan. | 1.5 hours*

### Attend a Parent Information Session & Tour (Optional)

*Sept.-Nov. | 1 hour | Can be attended concurrently with your student's interview*

### Attend a Preview Day (Optional)

*Oct. 18 & 19 or Nov. 15 & 16 | 2.5 hours*

### Attend an Arts or Athletics Event (Optional)

*Anytime*

## In Kira: *Complete Video Interviews*

Kira is our video interview platform. Once you receive an email link to sign up, it will take you through several questions about your student and family. You can complete this in one session or pause between questions and continue when it works for you.

### Create Your Profile in the Kira Platform

### Answer Your Video Questions

*Sept.-Jan. | Due by Jan. 8, 2026 | 30 min*

## (OPTIONAL)

## In Clarity: *Apply for Financial Aid*

Clarity is our financial aid platform. Menlo has a generous need-based financial aid program, and our admissions process is need-blind, meaning an aid application **will not** affect your admissions decision.

### Create Your Clarity Account

### Complete the Application for Menlo School

*Due by Jan. 8, 2026 | 30-45 min*

### Authorize Clarity to Access Your Tax Documents From the IRS

*2023 & 2024 Taxes are due Jan. 8, 2026*

*2025 Taxes are due Mar. 1, 2026*



## Contact Us With Your Questions

### James Prietto (he/his)

Associate Director of Admissions for Outreach and Belonging

✉ [james.prietto@menloschool.org](mailto:james.prietto@menloschool.org)

ES Hablo español

ASL American Sign Language

- Middle or Upper School application support, interviews, student visits and events, affinity-based events, IEP/Learning Plan accommodation assistance

### Marisha Brown (she/her)

Admissions Operations Coordinator

✉ [marisha.brown@menloschool.org](mailto:marisha.brown@menloschool.org)

ES Hablo español

- General inquiries, Ravenna and Kira support, event registration, application support

### Rose Garza (she/her)

Financial Aid Manager

✉ [rose.garza@menloschool.org](mailto:rose.garza@menloschool.org)

ES Hablo español

- General financial aid questions, financial aid application support, Clarity support