



Dear Families,

Welcome to the Upper School at Key! Whether you are entering the Upper School from Key's Middle School, or are brand-new to our School joining grades 9 through 12, we are excited to have you join our community!

As I look to the new school year, it is of great value to me to meet in small groups with all new Upper School students over the summer. This will help us get acquainted, begin the orientation process, and make sure your transition is smooth. **Please choose your student group meeting time with this [Google Form](#). We ask that you fill it out by Thursday, June 23 at the latest.** An email will be sent to you on Friday, June 24 confirming your date and time. These meetings will include **pizza and salad and dessert**, but please bring a water bottle for a drink. These meetings are for students only, though I will be available to answer parent/guardian questions via phone as needed in the days after each meeting. The full family/school partnership is an important one!

If you have not already done so, I invite you to go to our [Upper School web pages](#), where you will find a wealth of information. I also strongly encourage our newest families to go to the [New-to-Key pages](#) for important forms and information that will be helpful over the summer months, such as required health forms, orientation information, summer math and reading assignments, textbooks, and much more.

Should any questions arise throughout the summer, both Upper School Administrative Assistant Cindi Asquith and I are only a phone call or email away—we truly value open communication and are always pleased to connect with you. During the course of the summer, one or the other of us may be on vacation, but our "out of office" messages will direct you to the other.

This meeting opportunity will be just one of many chances to create a smooth transition into the year and for you to get to know the Upper School better. These include our Upper School Back-to-School Night for families as well as various new parent/guardian evening meetings throughout the fall.

I look forward to connecting with you and your family and to welcoming you to Key!

Sincerely,

Brian Michaels
Upper School Head

Contact Information

Brian Michaels
443-321-7880
bmichaels@keyschool.org

Cindi Asquith
443-321-7881
casquith@keyschool.org