



Dear Families,

Welcome to the Upper School at Key! Whether you are entering the Upper School from Key's eighth grade, or are brand-new to our School, 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 27 at the latest.** An email will be sent to you in early July confirming your date and time and meeting location. These meetings will include **pizza and salad**, though please bring a water bottle. These student groups are for students only, though I will be available to answer parent/guardian questions via phone as needed in the days after each meeting.

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.

For those who are brand-new to Key School, know that I will be reaching out separately in the month of June to connect on your course registration for classes this school year.

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 family 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**

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