



Requesting Admission Recommendations

As a part of the application process, Morristown Beard School requires recommendations from your student's current teachers and administrators. Recommendation forms help to round out a student's application file by allowing the Admission Committee to hear directly from a trusted adult who interacts with your student regularly and can share insights into their academic skill set, classroom behavior, and preparedness for transferring into the Morristown Beard School curriculum and community.

We believe that the application process is a learning experience for all students. Knowing how to advocate for themselves with an adult in a position of authority is a powerful, lifelong skill for students to learn. Requesting recommendations from their teachers is a wonderful opportunity for students to start practicing that skill.

We recommend that you work with your student to take this step. We recognize there may be sensitive situations where it is prudent for an adult to communicate, but we hope that students will be involved in the entire application process.

We advise that you request recommendations early in your application process. Teachers and administrators have a lot on their to-do lists, and the more time you can give them to work on the request before the deadline, the easier the process will be!

The following four required recommendations must be requested through your Veracross portal, from your student's **current** teachers and administrators:

- Head of School, Guidance Counselor, or Principal
- English
- Math
- History, Science, or World Language

Please note that an optional recommendation may be submitted from a past teacher or someone who knows your student in another capacity such as a coach, music instructor, volunteer leader, tutor, former teacher, etc.

Recommendations must be completed by your student's current teachers or administrators by January 11, 2027.

Using the Online Recommendation Forms

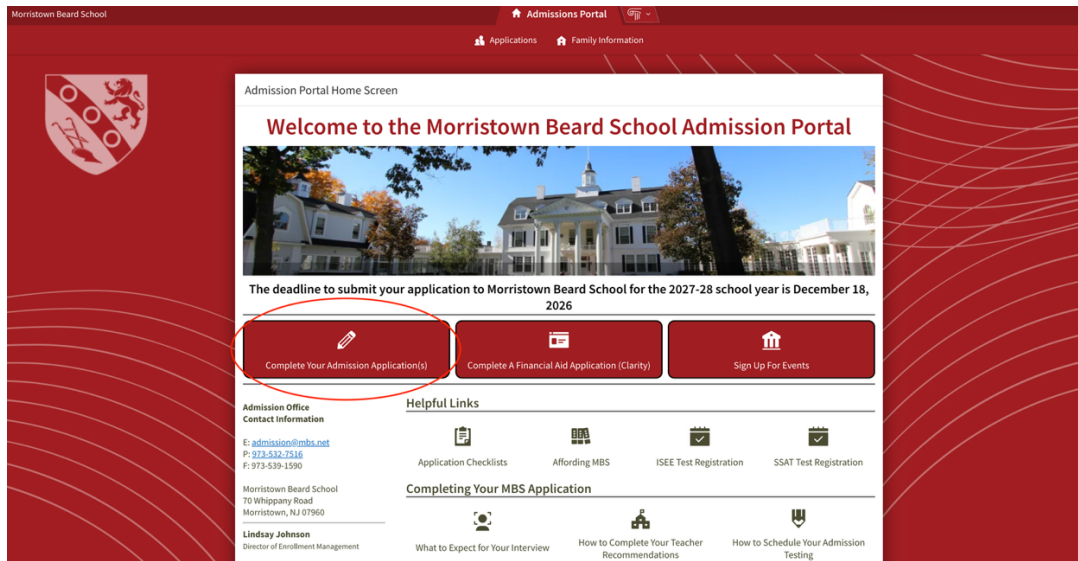
Please follow these steps to complete the recommendation request process.

- 1) Your student or you should reach out to each teacher and administrator in advance, to let them know that a form will be sent to their email address from Veracross.
- 2) Log into your Veracross portal account.

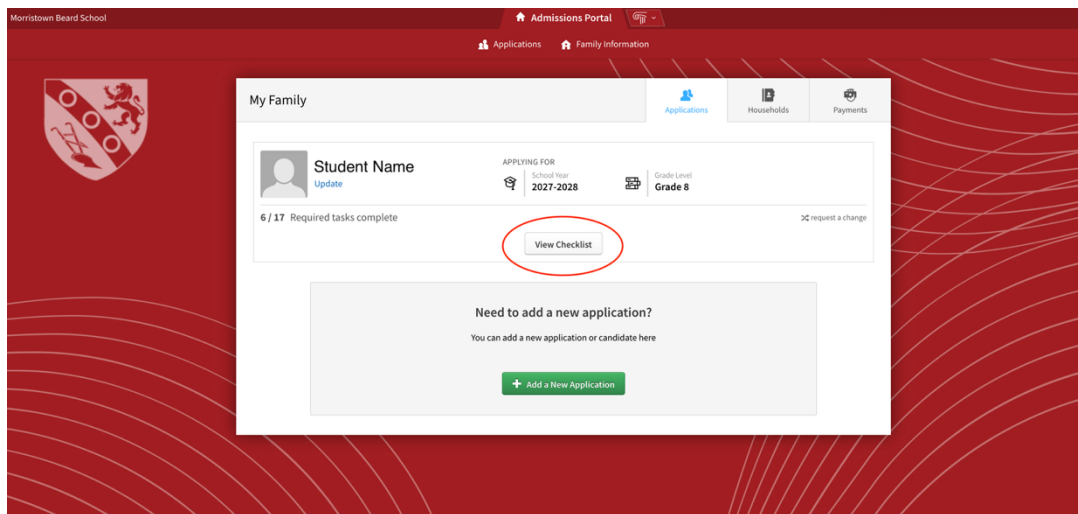


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- 3) Click on “Complete Your Application(s)”.



- 4) Click on “View Checklist”, below your student’s name.





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- 5) On the left-hand side, you will see the checklist items for application completion. Once you have completed the “Candidate Profile” section and paid the application fee, you will have access to request recommendations.

The screenshot shows the Morristown Beard School Admissions Portal. On the left, a checklist titled "6 / 17 Required tasks complete" lists various sections: Candidate Profile (with sub-items: Family Information, Applicant Citizenship, Languages Spoken, Current School, Transportation Information, Application Fee), Admission Interview, Parent Questionnaire, Interests and Activities, Applicant Essays, and Transcripts. The "Candidate Profile" section is marked as "COMPLETE". The main content area displays a welcome message and a "Candidate Profile" section with sub-items: Family Information, Applicant's Family, Parent/Guardian Employment, Parent/Guardian Citizenship, Parent/Guardian Languages, and MBS Legacies. The "Family Information" section is also marked as "COMPLETE".

- 6) Click on the recommendation you would like to request.

The screenshot shows the "Teacher Recommendations" section of the portal. On the left, a checklist lists various sections, with "Teacher Recommendations" highlighted. The "Teacher Recommendations" section includes sub-items: Guidance/Principal/Head of School Recommendation, Current English Recommendation, Current Math Recommendation, Current History, Science, or World Language Recommendation, and Optional Recommendation. The "Current English Recommendation" and "Current Math Recommendation" sections are marked as "INCOMPLETE". Each section has a "Send Recommendation Request..." button circled in red. The main content area displays the "Current English Recommendation" form, which includes a "Send Recommendation Request..." button circled in red. Below it, the "Current Math Recommendation" form is also visible, with its "Send Recommendation Request..." button circled in red.

- 7) You will then fill out the teacher information for that recommendation request. Make sure that the teacher is your student's current teacher for that subject.
- In the case that the teacher does not receive the email, please direct them to check their spam/junk folders.
 - Please note that recommendation emails cannot be forwarded between teachers/administrators. I.E. you cannot send all requests to your student's guidance counselor, and ask them to forward to the appropriate teacher.



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- We recognize that it might seem early in the year for the request; however, the recommendation is largely based on the curriculum being taught in the current school year. This information is needed in the course placement phase if the student matriculates to Morristown Beard the next school year.
- 8) Once you send the recommendation request, the teacher will receive the request via email from Veracross.
 - The subject line will be “You Have A Recommendation Request From **Your Student’s Name**.”
 - The email will be from Veracross, system@mail.veracross.com
 - 9) If you have any issues with the request, for instance, a misspelling of the teacher’s name or email address, please contact the MBS Admission Office at admission@mbs.net so that we can reset the request for you to resend.
 - 10) The teacher will complete the recommendation form and will submit it directly through the Veracross portal. There is nothing for you to do on your end, and the checklist item will be marked as complete automatically.

If you do not see the checklist item marked as complete, please follow up with the teacher at appropriate intervals, ensuring that they know our January 11, 2027 supplemental deadline.

As always, please do not hesitate to reach out if you have any questions or need assistance.