



Requesting Admission Recommendations

As a part of the application process, Morrystown 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 Morrystown Beard School curriculum.

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 very 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 recommendations must be requested through your Veracross portal, from your student's current teacher or administrator:

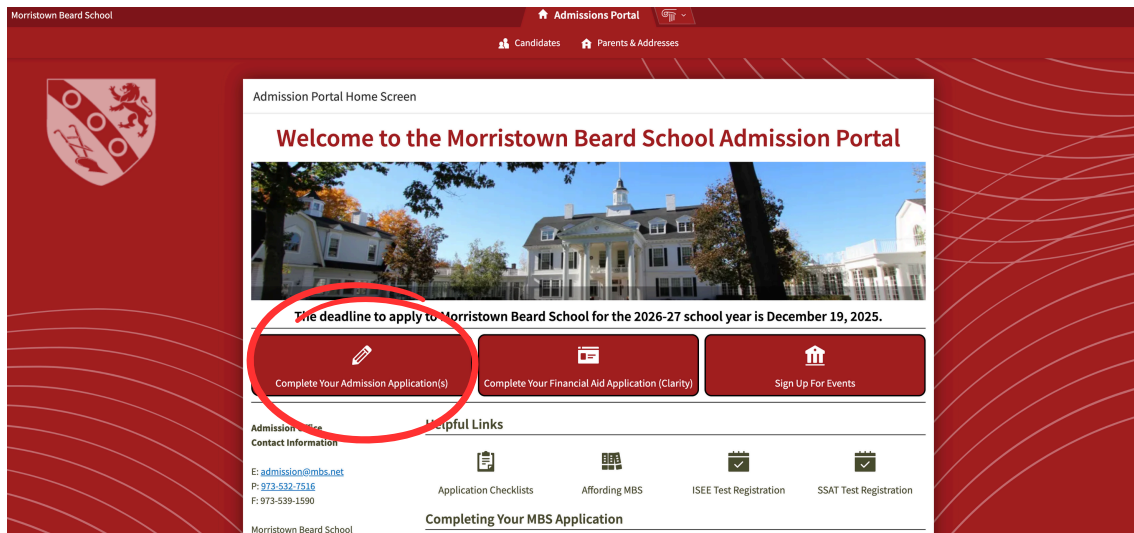
- Head of School, Guidance Counselor, or Principal
- English
- Math
- History, Science, or World Language

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.

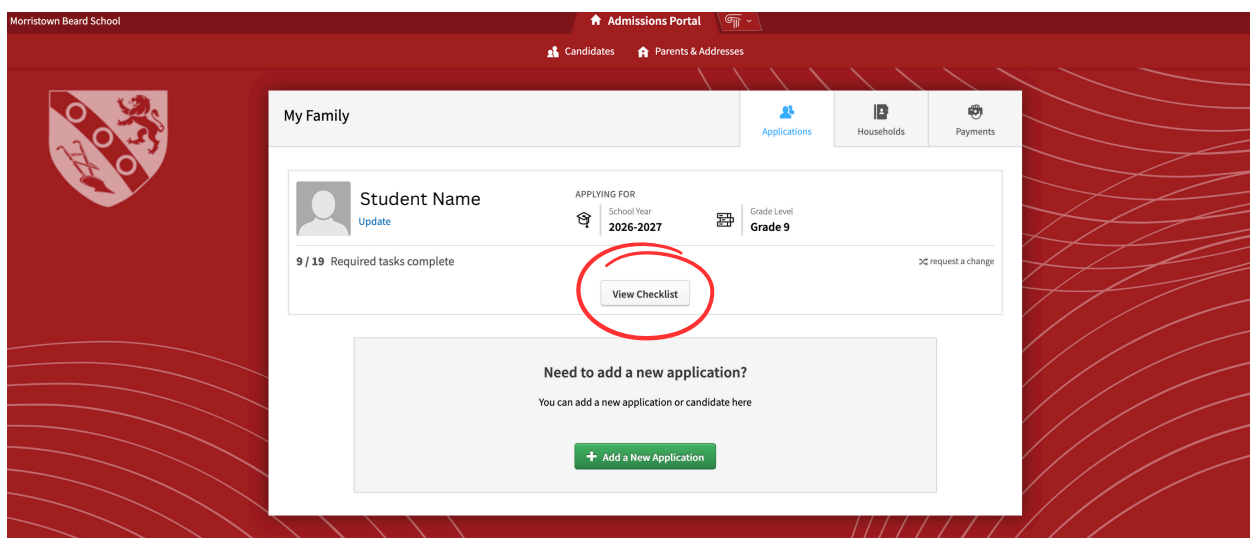
Using the Online Recommendation Forms

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.
- 3) Click on "Complete Your Application(s)".



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



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

Student Name Checklist

ACTIVE Grade Level
Grade 9

2026-2027

9 / 19 Required tasks complete

Applicant Information

- Family Information *
- Applicant Citizenship *
- Language(s)-Spoken *
- Current School *
- Transportation Information *
- Application Fee *

Admission Interview

- Schedule an In Person Interview *
- Schedule a Zoom Interview *

Parent Questionnaire

- Parent Questionnaire *

Interests and Activities

- Interests and Activities *

Applicant Questionnaire

- Upper School Applicant Questionnaire *

Transcripts

- School Released Transcripts *
- Previous Years Transcript - Applicant Upload
- Current Report Card - Applicant Upload

Teacher Recommendations

Welcome to the Morristown Beard School Application! We're thrilled to get to know you and your student over the next few months. Please complete all required questions within this "Applicant Information" section and submit your application fee. Following submission of the applicant information section and the application fee, families will be able to complete their application, which includes: recommendations, essays, digital portfolios, scheduling an interview, and more.

Applicant Information COMPLETE

Family Information

- Applicant's Family Edit
- Parent/Guardian Employment Edit
- Parent/Guardian Citizenship Edit
- Parent/Guardian Languages Edit
- MBS Connections and Legacies Edit

Applicant Information COMPLETE

Applicant Citizenship

COUNTRY	PRIMARY?	Edit
United States	Yes	

[+ Add Applicant Citizenship](#)

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

- Family Information *
- Applicant Citizenship *
- Language(s)-Spoken *
- Current School *
- Transportation Information *
- Application Fee *

Admission Interview

- Schedule an In Person Interview *
- Schedule a Zoom Interview *

Parent Questionnaire

- Parent Questionnaire *

Interests and Activities

- Interests and Activities *

Applicant Questionnaire

- Upper School Applicant Questionnaire *

Transcripts

- School Released Transcripts *
- Previous Years Transcript - Applicant Upload
- Current Report Card - Applicant Upload

Teacher Recommendations

- Guidance/Principal/Head of School Recommendation *
- Current English Recommendation *
- Current Math Recommendation *
- Current History, Science, or World Language Recommendation *
- Optional Recommendation

Admission Testing

- Admission Testing *

Digital Portfolio

Teacher Recommendations INCOMPLETE

Guidance/Principal/Head of School Recommendation

By submitting this form, you acknowledge that this administrator is your student's current Guidance Counselor, Principal, or Head of School for the 2025-26 school year.

RECOMMENDATION INCOMPLETE

[Send Recommendation Request...](#)

Teacher Recommendations INCOMPLETE

Current English Recommendation

By submitting this form, you acknowledge that this teacher is your student's current English teacher for the 2025-26 school year.

RECOMMENDATION INCOMPLETE

[Send Recommendation Request...](#)

Teacher Recommendations INCOMPLETE

Current Math Recommendation

By submitting this form, you acknowledge that this teacher is your student's current math teacher for the 2025-26 school year.

RECOMMENDATION INCOMPLETE

[Send Recommendation Request...](#)

Teacher Recommendations INCOMPLETE

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.

We recognize that it might seem early in the year for the request; however, the recommendation is largely based on the curriculum being taught currently. 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 to us 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 12th supplemental deadline.

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