

Guidelines for Acquiring Recommendations from Cranbury School

Preparing student recommendations for private school applications is a time consuming process. Students are asked to adhere to the following guidelines to enable the faculty and secretarial staff to complete recommendations in a timely manner.

1. Students should begin gathering application forms from the school or schools to which they wish to apply.
2. Students should complete the “Cranbury School Applicant Survey Form” which can be obtained from Mrs. Charwin or found on the school website. This form should be returned to Mrs. Charwin, along with the Private School Guidance Recommendation Form and the Request for Transcript and Standardized Testing Information Form. Parents should sign these forms where indicated before they are given to Mrs. Charwin. (All forms are due to Cranbury School by Nov. 15th)
3. To acquire an individual teacher’s recommendation, the student should ask the teacher personally to complete the forms. Please give the teacher a minimum of two weeks notice. There is a suggested date on most of the recommendation forms. Be sure to write the student’s name on the recommendation form. Please give the teacher a copy of the “Cranbury School Applicant Survey Form” along with the recommendation form. Mrs. Charwin can make copies for the student when she receives it.
4. All completed letters of recommendation by teachers will be given to Mrs. Charwin. Mrs. Charwin will then submit transcripts, and recommendations to the appropriate schools.
5. Please note: It is not necessary to send in postage stamps.