



Private School Application Process

Dear Parent/Guardian,

As a district, we recognize the desire for some students to apply to private schools, especially as they transition from 8th to 9th grade. If you are applying to a private school that uses the SSAT Standard Application Online (SAO) or the Gateway to Prep Schools application, please follow the procedures as outlined at www.ssat.org or www.gatewaytoprepschools.com/

District staff, including teachers, counselors and administrators, will adhere to the practices of the SAO online application. This includes completing student recommendation forms and processing transcript requests accordingly. No envelopes or stamps are needed.

For those private schools that **DO NOT** utilize the SAO, we ask that you please follow the procedures set forth here at least three weeks before the application deadline. Forms received after such dates are not guaranteed to be processed on time.

- Parent/Guardian(s) complete the transcript request for their son/daughter
- Student completes a “Brag Sheet”
- Student requests a recommendation in person from the counselor and teacher(s)
- Student submits a transcript release form and a recommendation form to the counselor with a stamped envelope addressed to the private school for which they are applying; please include two stamps per envelope
- Student submits a recommendation form to the teacher(s) with a stamped envelope addressed to the private school for which they are applying; please include two stamps per envelope
- Student completes and submits their application to the private school

Please print this entire packet which includes all relevant documents to process a private school application. Questions about the private school application process may be directed to your son or daughter’s counselor. Thank you in advance for following these procedures.

West Windsor-Plainsboro Regional School District

Private School Application Transcript Request

Please submit this form to your child's school counselor at least three weeks before application deadline.

Student Records Release: I hereby authorize the release of my child's school records, including all grades, assessments, transcript, standardized test scores, counselor and teacher recommendations.

Student Name _____ Current Grade _____

Current School _____ Counselor _____

Home Address _____

School for Which Applicant is Seeking Admission _____

School Address _____

Fax _____ Email _____

Parent/Guardian Name(s) _____

Parent/Guardian Signature _____

Date _____

West Windsor-Plainsboro Regional School District

Private School Application Counselor Recommendation Form

*Please submit this form to counselor at least three weeks before the application deadline.
Be sure to include a stamped envelope addressed to the private school for which you are applying.*

Applicant Name _____ Current Grade _____

Current School _____ Counselor _____

Home Address _____

School for Which Applicant is Seeking Admission _____

School Address _____

Fax _____ Email _____

How well do you know the student academically?

How well do you know this student as a person?

What are three words that come to mind to describe this student?

Characteristics	One of top few I have ever encountered	Excellent (top 10% this year)	Good (above average)	Average	Below Average	No Basis for Judgement
Academic Potential						
Academic Achievement						
Intellectual Curiosity						
Effort Determination						
Ability to Work Independently						
Organization						
Creativity						
Willingness to take Intellectual Risks						
Concern for Others						
Honesty/Integrity						
Self-Esteem						
Maturity						
Responsibility						
Respected by Faculty						
Respected by Peers						
Emotional Stability						
Overall Evaluation as Person						
Overall Evaluation as Student						

If this student is relatively weak or strong in any areas listed above, please elaborate.

Please comment on this student's character, citizenship and contributions to your community.

Please provide any additional information that will give us a more complete picture of the student.

Signature:

Date:

Name:

Position:

School Name / Address:

Phone:

Email:

West Windsor-Plainsboro Regional School District

Private School Application Teacher Recommendation Form #1

*Please submit this form to your teacher at least three weeks before the application deadline.
Be sure to include a stamped envelope addressed to the private school for which you are applying.*

Applicant Name _____ Current Grade _____

Current School _____ Counselor _____

Home Address _____

School for Which Applicant is Seeking Admission _____

School Address _____

Fax _____ Email _____

How well do you know the student academically? As a person?

What year(s) did you teach the student? _____ How large was the class? _____

What course(s)? _____ Is this a block course? _____ Honors Course? _____

What are three words used to describe this student? _____

Briefly describe your course. Please note what texts are used and if students are grouped by ability.

How accurately does the student understand what he or she has read?

How well does the student write in comparison with other students whom you have taught?

How well does the student accept advice or criticism?

Characteristics	One of top few I have ever encountered	Excellent (top 10% this year)	Good (above average)	Average	Below Average	No Basis for Judgement
Academic Potential						
Academic Achievement						
Intellectual Curiosity						
Effort Determination						
Ability to Work Independently						
Organization						
Creativity						
Willingness to take Intellectual Risks						
Concern for Others						
Honesty/Integrity						
Self-Esteem						
Maturity						
Responsibility						
Respected by Faculty						
Respected by Peers						
Emotional Stability						
Overall Evaluation as Person						
Overall Evaluation as Student						

If this student is relatively weak or strong in any areas listed above, please elaborate.

Please comment on this student's character, citizenship and contributions to your community.

Please provide any additional information that will give us a more complete picture of the student.

Signature:

Date:

Name:

Position:

School Name / Address:

Phone:

Email:

West Windsor-Plainsboro Regional School District

Private School Application Teacher Recommendation Form #2

*Please submit this form to your teacher at least three weeks before the application deadline.
Be sure to include a stamped envelope addressed to the private school for which you are applying.*

Applicant Name _____ Current Grade _____

Current School _____ Counselor _____

Home Address _____

School for Which Applicant is Seeking Admission _____

School Address _____

Fax _____ Email _____

How well do you know the student academically? As a person?

What year(s) did you teach the student? _____ How large was the class? _____

What course(s)? _____ Is this a block course? _____ Honors Course? _____

What are three words used to describe this student? _____

Briefly describe your course. Please note what texts are used and if students are grouped by ability.

How accurately does the student understand what he or she has read?

How well does the student write in comparison with other students whom you have taught?

How well does the student accept advice or criticism?

Characteristics	One of top few I have ever encountered	Excellent (top 10% this year)	Good (above average)	Average	Below Average	No Basis for Judgement
Academic Potential						
Academic Achievement						
Intellectual Curiosity						
Effort Determination						
Ability to Work Independently						
Organization						
Creativity						
Willingness to take Intellectual Risks						
Concern for Others						
Honesty/Integrity						
Self-Esteem						
Maturity						
Responsibility						
Respected by Faculty						
Respected by Peers						
Emotional Stability						
Overall Evaluation as Person						
Overall Evaluation as Student						

If this student is relatively weak or strong in any areas listed above, please elaborate.

Please comment on this student's character, citizenship and contributions to your community.

Please provide any additional information that will give us a more complete picture of the student.

Signature:

Date:

Name:

Position:

School Name / Address:

Phone:

Email:

Student Brag Sheet

Student Name _____ Team _____

Middle School Activities (clubs, sports, music, etc.)

Name of Activity	Year(s) of Participation	Officer or Leadership Role?

Activities Outside of School (musical instrument, sports, etc.)

Name of Activity	Year(s) of Participation	Officer or Leadership Role?

Volunteer Activities

Name of Activity	Description of responsibilities	Year(s) of Participation

Honors or Awards

Name of Honor or Award	Description of Award	Date

What **adjectives** would you use to describe yourself?

-
-
-
-

What is your **strongest subject**? **Why**?

What is your **weakest subject**? **Why**?

What are your **goals** for the future?

Please tell me **anything** else about you that I might not know that would be helpful to me **that I can share** when writing your recommendation.
