

ONE FORM
PER SCHOOL

MILLER PLACE HIGH SCHOOL
School Code: 333-145

ONE FORM
PER SCHOOL

COLLEGE PROCESSING FORM

****Please submit processing forms to the Guidance Office
no later than 2 weeks before deadline.****

CHECK ONE: **REGULAR DECISION** **EARLY ACTION**

 EARLY DECISION (Binding)

APPLICATION DEADLINE: _____

NAME: _____

COLLEGE: _____ **City, State:** _____

COUNSELOR: _____ **MAJOR:** _____

TYPE OF APPLICATION SUBMITTED:

_____ **COMMON APPLICATION** _____ **COLLEGE SPECIFIC APPLICATION**

FERPA AGREEMENT SIGNED AND COMMON APP MATCHED? **YES** **NO**

SAT/ACT SCORES WERE SENT DIRECTLY TO COLLEGE **YES** **NO**

MATERIALS TO BE SENT BY THE GUIDANCE OFFICE:

_____ **Teacher Letter of Recommendation:** ****Please list in priority order which teachers to send****

1. _____ 2. _____ 3. _____

****PLEASE MAKE TEACHERS AWARE OF WHEN YOUR ARE SUBMITTING YOUR APPLICATION****

Did you request your Teacher's Recommendation on Naviance?

_____ **YES** _____ **NO (If no see instructions on the back of this form)**

_____ **MPHS Transcript/School Report** _____ **Early Decision Agreement Completed**

_____ **Counselor Letter of Recommendation** _____ **Mid-Year Grades**

_____ **Additional Materials:** _____

Office Use Only
EDOC
MAIL

STUDENT SIGNATURE: _____ **DATE:** _____

Student Email: _____ **Best Contact # For Student:** _____

COMMON APP USER EMAIL: _____ **PASSWORD:** _____

Date Rec'd by Guidance: _____ **Rec'd By (Initial):** _____

DO NOT WRITE BELOW THIS LINE

DATE GIVEN TO COUNSELOR: _____

****COUNSELOR OK TO RELEASE:** _____

(INITIAL & DATE)

MATERIALS TO BE SENT:

_____ TRANSCRIPT _____ EARLY DECISION AGREEMENT COMPLETED

_____ COMMON APP SCHOOL REPORT OR NACAC

_____ COUNSELOR RECOMMENDATION LETTER

_____ COUNSELOR FORM ONLY

_____ TEACHER RECOMMENDATION(S)

OTHER: _____

MATERIALS SENT	MAILED	E-DOC
Common App School Report or NACAC		
Transcript		
Counselor Letter of Recommendation		
Teacher Letters of Recommendation:		
1 st Quarter Grades		
Mid Year Grades		
Other:		

DATE MAILED/SENT THRU NAVIANCE: _____

Student Instructions to Request Teacher Letter of Recommendation on Naviance:**

- 1. Log on to your "Naviance Student" Account.**
- 2. Click on "Colleges">"Colleges I'm Applying To">"Letters of Recommendation"**
- 3. Click on "Add Request" to submit a request, one teacher at a time.**
- 4. Select a teacher from the drop-down list.**
- 5. Select "All current & future colleges I add to my list".**
- 6. Students can include a personal note to their teacher.**
- 7. Click the "Submit Request" button.**