Application Processing Request Form

Student Name: _____

Counselor: _____

Naviance: ☐ I have logged on to Naviance and completed Common App Match Process and signed FERPA Consent

Standardized Testing: ☐ I sent/will send my *official* SAT and/or ACT scores directly to the college(s) through the testing agency's website: www.collegeboard.org or www.actstudent.org

Teacher Letter of Recommendation (Please list teachers in order of preference):

*If only 1 letter is allowed by the college/university, then teacher in the #1 position will be submitted

1. _____ 2. _____ 3._____

Student Initials: _____

DATE	College/University	EA/ED or Regular	Deadline Date	Common App	OFFICEUSE	Rec'd by	Date Rec'd	Date Sent in Naviance	Counselor Initials
				Y / N					
				Y / N					
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