

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 ARE STUDENT'S RESPONSIBILITY TO SEND TO COLLEGES.**  
(Request from act.org &/or collegeboard.org)

**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 YOU 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:** \_\_\_\_\_

(Use your personal email address for college applications, not your miller place email address)

**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 <sup>st</sup> 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.