

ONE FORM
PER SCHOOL

MILLER PLACE HIGH SCHOOL
School Code: 333-145

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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:** _____

College Application Deadline	Forms Due to the Guidance Office No Later Than:
October 15 th	October 1 st
November 1 st	October 15 th
November 15 th	November 1 st
December 1 st	November 15 th
December 15 th / January 1 st	November 20 th

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. _____

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 Signed**

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

_____ **Additional Materials:** _____

STUDENT SIGNATURE: _____ **DATE:** _____

Student Email: _____ **Student Cell #:** _____

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

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 SIGNED
_____COMMON APP SCHOOL REPORT/NACAC
_____COUNSELOR RECOMMENDATION LETTER
_____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"> "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. Include a personal note thanking your teacher and include College Deadline Dates.
7. Click the "Submit Request" button.