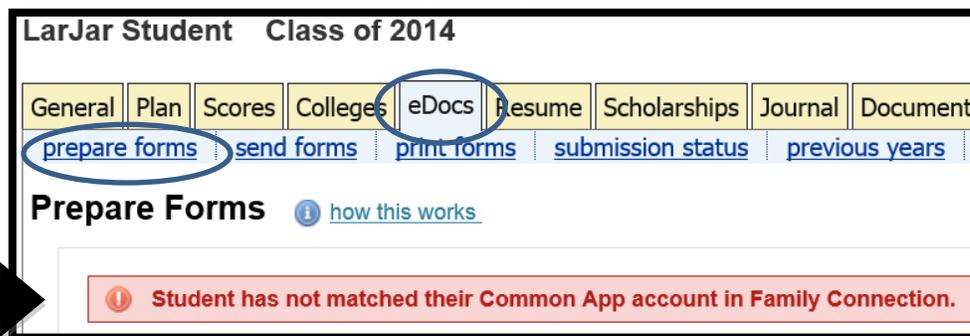


Counselor Procedures Naviance eDocs

- 1) **When a student hands you a Transcript Request Form**, you will log-in to your Naviance account, like usual, and search for that student.
 - a. Select, “add application” from the quick links on the left-hand side of the page.
 - b. From there, like in the past, you will search for the student’s college of choice and add.
- 2) **Once you have added a college**, you will be able to see the “Delivery Type” for that specific school next to the name. All application materials will be sent through one of two means: in the snail mail or electronically.

Delivery Type	
	= Non-Common Application School-materials can NOT be sent online
	= Common Application School-materials can be sent online
	= Non-Common Application School but materials can be sent online

- a. **For applications that require materials to be MAILED (RARE CASE):**
If there happens to be a school that does NOT accept electronic documents AND requires any school report, counselor letter or teacher letter in addition to the transcript, please print the additional information, and hand deliver to Annette, using the old approach. And you may discontinue reading this form now. Otherwise...
 - b. **If a student submits an application for a school that accepts electronic documents,** you will take the following steps to ensure you have correctly “Packaged” the student’s application materials in an electronic format.
- 3) Once you have determined that the application materials can be sent electronically, you will select the “*eDocs*” tab and click on “*prepare forms.*”



LarJar Student Class of 2014

General Plan Scores Colleges **eDocs** Resume Scholarships Journal Document

prepare forms send forms print forms submission status previous years

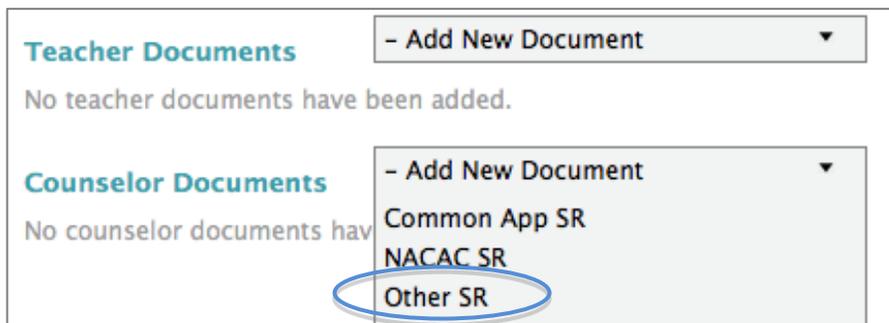
Prepare Forms [how this works](#)

Student has not matched their Common App account in Family Connection.

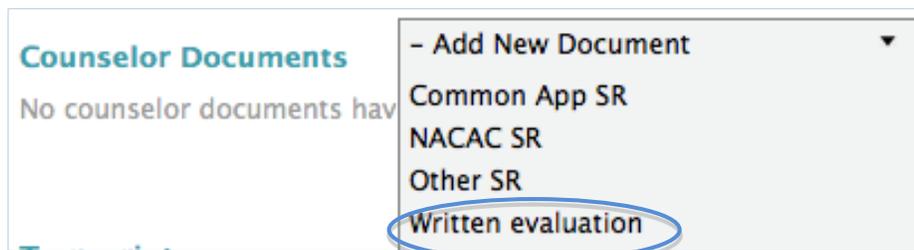
- 4) **Common App:** You will immediately notice if the student has matched their Common App account to Family Connection. This should have been done during their Senior Seminar. If they have NOT matched their accounts, have the student access their Family Connection page, have them select “*colleges I am applying to*” under the “colleges” tab and have them enter their Common App username and password.

Counselor Procedures Naviance eDocs

- 5) **Teacher Documents:** Back on the Counselor Naviance page, scroll down to the section called, “Teacher Documents.” You will be able to see what teacher has uploaded their letter and/or Teacher Evaluation (if necessary) to Naviance. Do not take a Transcript Request Form from a student unless all of the Teacher Rec’s they want are uploaded.
- 6) **Creating a Common App School Report:** Continue to scroll down the page to the section called, “Counselor Documents.” If a student is applying to a Common App School, you will use the drop down menu to select “Common App SR” and you will be brought to a page in Naviance. On this page, you will input all student’s information. Then click save.
- 7) **Creating a NON-Common App School Report:** If a student needs a School Report, for a NON-COMMON APP School, the counselor will complete the electronic School Report form found in “I:Guidance:E Docs Rocks:“School Report.” Counselors will select the form entitled “CounselorLastName School Report,” select “Save As” and name the file in the following way “StudentLastName_FirstInitial_SR,” in the folder each counselor will create on their H Drive, entitled “2013-14 School Reports.”
- 8) **Uploading the Other School Report:** Back on the counselor’s Naviance page, in the “Counselor Documents” section, use the drop down menu to select what school report you want to use. “Other SR” which stands for “Other School Report” and select “browse.” Find the student’s “School Report” (see step 6 above) and upload. It may take up to 2 minutes for the upload to complete. Make sure the document is uploaded before you leave the page.



- 9) **Uploading a letter of recommendation** (called Written evaluation):
Whenever you want to upload a letter of recommendation for a student, go to the “Counselor Documents” section on a student’s “e docs” tab, click on the drop down menu and select “Written evaluation.” Select “browse” and then “upload file.”



You will be able to send the same letter to all schools by selecting “same for all applications.” You will have the option to later send a customized letter to a college, if desired, by uploading one letter and specifying the school.

Counselor Procedures

Naviance eDocs

10) **Final Steps:** Once all steps are completed by the counselor, and all documents are uploaded to Naviance, the counselor will bring the Transcript Request Form to Annette. Annette will upload the School Profile, and the student's transcript, and she will be the person to submit the final package.

Special Specials: Early Decision and Fee Waiver Requests:

1. Is This a Common App Early Decision Agreement (EDA)?

- If the student is applying Early Decision to a Common Application School, they will complete the ED form online through their Common App account. If they complete the ED form BEFORE submitting the Transcript Request Form, the SR will be disabled until the counselor completes the ED form. The registrar will see a flag when sending the transcript and the registrar will have to ask the counselor to complete the form at that time.
- If the SR has been sent before the student files the EDA, when the student notifies their counselor, the counselor will sign and release the EDA upon notification from the student.

Send Forms collapse to summary view

Last updated with Common App Online: 09/12/2012 03:14 PM. Update

College	School Report	Teacher Recommendations	School Profile	Midyear Report	Final Report
<input type="checkbox"/> New York Univ hide full detail					
CA This is a Common App college - select the forms you'd like to submit online and click "submit selected forms"					
⚠ This student is applying Early Decision to this institution via the Common App. You need to acknowledge and sign the Early Decision Agreement before sending this form.					
FORM	why are some forms unavailable for selection?			INFORMATION	OPTIONS
<input type="checkbox"/> School Report				prepared on September 5, 2012 by David Galarza	view
Written Evaluation				uploaded on September 7, 2012 by David Galarza	view

2. Submitting an Application Fee Waiver

Students must notify the counselor that they are requesting a fee waiver. The counselor will verify that the student is on "free and reduced lunch", fee waiver, or if there is a current hardship in the family financial situation.

If the student requested a CA Fee Waiver through the Common App System:

- Counselor will go to the student's "send forms" tab in eDocs and click on the Application Fee Waiver for that college
- Counselor signs the CA Fee Waiver and submits

If a student requests a Fee Waiver for a non-Common App college:

- Counselor fills out the Fee Waiver Form found in I:Guidance: E Docs Rocks "Fee Waiver", select "save as" and save in a Folder each counselor will create in the "H Drive" called "2013-14 Fee Waiver" as StudentLastName_FirstInitial_FW, and have the student sign the fee waiver on your tablet.

Counselor Procedures

Naviance eDocs

- Once the student signs the document, return to the Counselor Naviance page, select the “e-docs” tab and under “prepare forms”, scroll down to the “Counselor Documents” section, and select “Other OR” from the drop down menu.