



Electronic Transcript Options

October 2012

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Goal of electronic transcripts



To securely send *ALL* college application materials electronically, including transcripts, counselor & teacher recommendations, and all forms such as SR or counselor forms, fee waivers, Early Decision forms, etc.

To improve the efficiency of sending materials, in terms of:

- Delivery speed
- Guaranteed receipt
- Tracking materials
- Reduced time
- Reduced Cost

To improve the transparency of these activities to students.

+ Electronic Transcript Options

- a. Use Parchment (formerly Docufide) for all schools
- b. Use Parchment for non-Common Application schools and the online Common Application system for CA schools
- c. Use Naviance eDocs for all schools where accepted
- d. Use Naviance eDocs for non-Common Application schools, and the online Common Application system for CA schools



+ District 214 Implementation

2007

- Began using Naviance
- Sending most application materials on paper
- Teachers used the online Common Application System

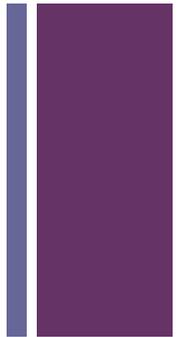
2010

- Sending all non-Common Application materials via eDocs
- Teachers use the online Common App System or mail
- Common Application materials were sent by mail

2012

- PHS & JHHS pilot using eDocs to send all materials to all schools where eDocs is accepted

+ Items sent via eDocs to non-Common Application schools

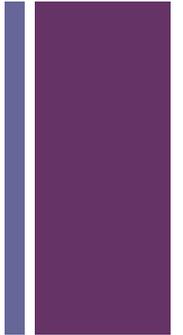


School Profile	
Written Evaluation	
NACAC or Other School Report	
Transcripts - Initial and Transfer	
Teacher Letter of Recommendation	
Grade Report/Report Card	
NACAC or Other Midyear Report	Midyear Transcript
Other Optional Report	Optional Transcript
Other Final Report	Final Transcript

+ Items sent via eDocs to Common App Schools:

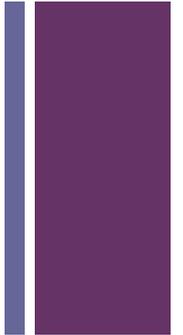
School Profile	
Written Evaluation	
Common App School Report	
Transcripts - Initial and Transfer	
International Student Supplement (may include Leaving Exam Results)	
Common App Teacher Evaluation	Teacher Letter of Recommendation
Common App Midyear Report / MR Explanation of Change	Midyear Transcript
Common App Optional Report / OR Explanation of Change	Optional Transcript or Grade Report/Report Card
Common App Final Report / FR Explanation of Change	Final Transcript

+ Implementation



- Install print driver
- Opt in as a Naviance high school
- Upload all transcripts, courses in progress, profiles and letters of recommendation. Complete counselor forms, teacher evaluations, and other Common App forms online.
- Click and send all materials needed to complete the application for a given school.
- Revise the work flow and needed forms for processing transcripts. Train the College Career Assistant, Registrar, teachers and counselors

+ Implementation

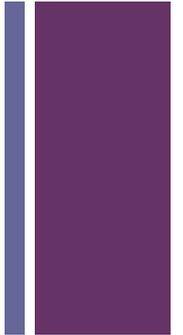


- Summer 2012: Created procedures manuals for teachers, counselors, students, registrars, college assistants, college counselors
- August Institute Day training for teachers and counselors
- September Senior Guidance sessions to explain procedures to students
- Transcripts first sent in mid-September
- Continuing to revise procedures
- Will make recommendation to remaining schools in District 214 later this year & turn over procedures manuals

+ Impact on Registrars and/or College Career Assistants

- Need to add application to “Colleges I’m Applying To”, and update milestones to reflect receipt of the ANR
- Add any transcript requests to transcript manager
- Counselor and teacher forms and letters of recommendation are completed once for each student and are available to send to all colleges
- Select all materials to be sent with transcript and then click “send”
- Update milestones

+ Impact On Students



- The Common App online account warns students that teacher evaluations and counselor forms/letters will be sent through Naviance
- Students can add applications to Naviance or submit ANR form so your office can add the application.
- Students can check the submission status of all requested documents
- **Need more detail?**

+ eDocs Procedures for Students

Teacher Recommendations

- Ask in Person but bring a completed Teacher Recommendation Request form, listing colleges, due dates and whether or not the school is Common Application.
- Sign the Common App FERPA waiver
- Email teachers to confirm their recommendation writing
- To work optimally, it is important to process the student's requests for application pieces in a certain order

+ Optimal sequence for requesting teacher recommendations

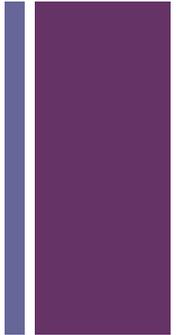
Ask teacher in person

Add applications in Application Manager

Execute the Common Application FERPA waiver

Email teachers from Naviance

+ Impact On Teachers



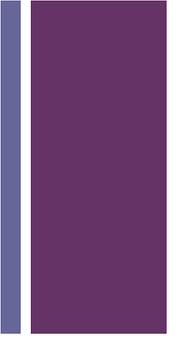
- Teachers no longer receive email requests directly from Common App online.
- Now teachers log into Naviance, create Common App Teacher Evaluation forms, upload letters and send these directly to Common App via eDocs
- We had students provide teachers a list of colleges, due dates and whether or not they are Common Application schools. This is not evident at the stage where teachers are uploading letters.

+ Impact On Counselors

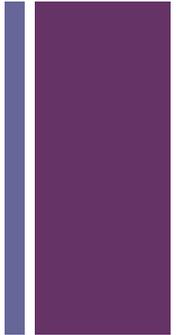
- Need to note if it is Common App or not, which forms and/or letters are required.
- SR Forms are uploaded once per student and are available for all Common App colleges to which the student applies.
- Counselors prepare the NACAC counselor form for ANY required form other than the Common App SR.
- Counselors have the option to upload a Written Evaluation specific to a school or use the same letter for all schools. This is true even for Common App schools.
- The Registrar notifies counselors of Early Decision or NACAC fee waivers needing to be signed.



+ eDocs Demonstration

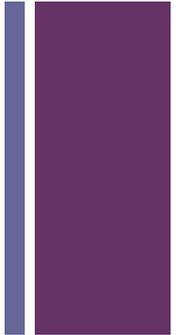


+ eDocs Advantages



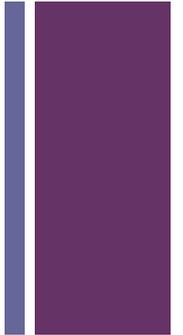
- Can send all counselor forms or letters of rec electronically to 1800 Common App AND non-Common App schools
- Secure
- Time and cost savings over sending materials on paper
- Documentation of receipt & download of documents
- Back office more transparent to parents/students
- **All** documents recorded in one place and visible to counseling staff, CA, registrar and students

+ eDocs Advantages



- You have the ability to customize letters of rec to schools, including Common App
- Easier for Registrar & CCA
- Electronic link to Common App online account. This means Naviance records each and every Common App school to which the student applies.
- Counselors like that there are NO paper counselor forms – NACAC form is used for all non-Common App schools.
- Accessibility of Naviance help desk

+ More Advantages



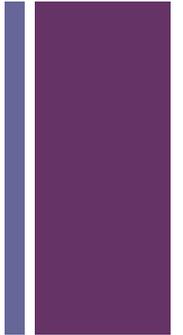
- You can complete the Common App forms and letter of recommendation once & send it to multiple colleges
- You have the option of customizing letters to a specific school
- You can send forms and letters of recommendation electronically for non-Common App colleges as well
- Other forms (ED, NACAC waiver) are online for CA schools

+ Disadvantages

- Extensive Procedural Changes
- You have to set up accounts for each teacher in Naviance and train them in its use. The Naviance system is more complex than the online Common App System for teachers.
- Students are confused about the teacher recommendation procedures. School must be added to “Applying to” list before the teacher can send letters or Teacher Evaluations
- Difficulty sending to a select few Common App schools that also have a school-specific form
- Limitations on the file size that can be uploaded (500 kb)

+ Would we do it again?

- YES!
- These programs are changing rapidly, there may never be a time when all system questions are answered. Know that whatever year you adopt a system, will require an investment of time
- It is good to have a several year commitment to whatever system you choose
- Need to monitor student, teacher, counselor stress and understanding of the new procedures to keep the process as simple as possible
- But the advantages outweigh disadvantages



+ Discussion

