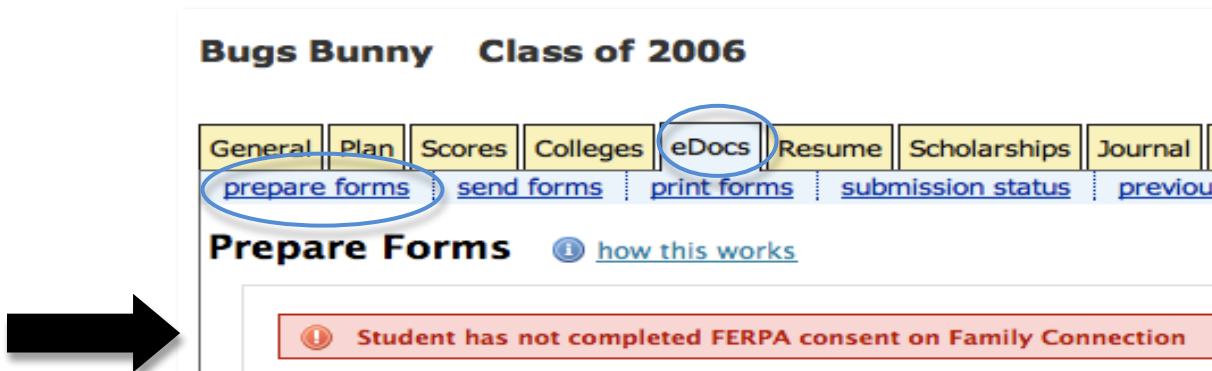


Counselor Procedures Naviance eDocs

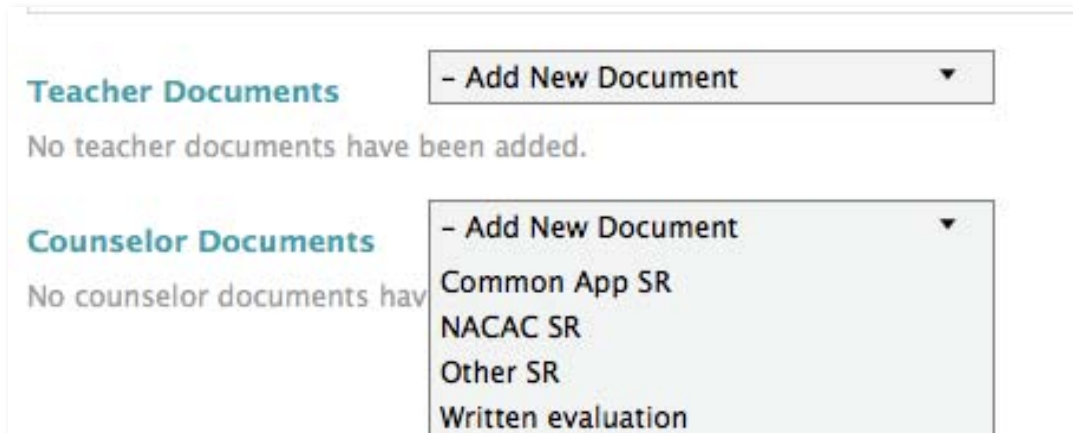
Counselors can use Naviance to send MOST counselor recommendations and counselor forms electronically, including the Common Application SR and individual schools with proprietary forms. Here are the instructions:

- 1) When you receive the Application Notification and Request Form (ANR) with a request for an SR and/or Letter of Rec, check the list of “Counselor Forms that are Not Mandatory”. Determine on an individual basis, whether you need to complete the SR/Letter or Rec for the student (Note: sometimes it is in the best interest of the student to send additional information even when not required).
- 2) Determine which form to use and whether you can file electronically. All requests for counselor recommendations and forms fall into one of three categories:
 - a. **If students are filing an online Common Application**, the student will have indicated this on the Application Notification & Request Form (ANR). The counselor will then complete the SR in Naviance.
 - b. **If students are filing the Common Application on paper**, they will indicate this on the ANR and attach a paper SR. In this case, you must complete the SR on paper.
 - c. **For all other Applications requiring a counselor form**, you will complete the NACAC form in Naviance. You may use the NACAC form in place of **ANY** individual school’s counselor form. While you have the option to complete a paper form, please do NOT respond to college requests to complete proprietary forms via email or online. We will not have a record of it being sent or any way of sending duplicate copies if lost.
- 3) To complete either the NACAC or Common Application SR in Naviance Succeed, look up the student requesting a counselor recommendation, select the **eDocs** tab and click on **prepare forms**.



- 4) You will immediately notice if the student has completed the FERPA waiver online. If the student is filing a Common App SR online, the student **MUST** have completed the FERPA waiver in Naviance. The College Career Assistant will ask students to complete this before they submit a counselor recommendation request. However, if you notice the student has not, please ask them to log into Naviance, select **colleges I am Applying to** under the “colleges” tab and read and sign the FERPA waiver. For any other school, the FERPA waiver is completed as part of the application and is on file at the college. In either case, we strongly recommend you do not share your letter with the student.

- 5) Scroll down the page to the section that reads Counselor Documents. Use the toggle to select whether you wish to complete the Common App SR, NACAC SR or upload a letter of recommendation, called a “Written evaluation”. Follow the instructions. As you complete a form or need to step away from the form completion, be sure to select **save form**:



While the steps to completing the forms are very easy, here are a few tips that will help you with each specific form:

Common App SR:

- Applications: You are able to use the same SR for all Common Application schools or send a specific SR to one school. Since you are unlikely to change the student’s ratings based on the school, you are encouraged to send the same SR to all applications.



- **Curriculum:** Courses in progress will be on the transcript. Rather than list the classes, enter a statement like “See Transcript” in the top line of both the first and second semester course list.

In order to be consistent across all applications, the following should be used when specifying course rigor:

- **Most demanding** = AP classes reflected in multiple years with more than 3 AP classes senior year and more than 5 AP over the four years. Other classes are mostly honors.
 - **Very demanding** = two or three AP classes senior year and perhaps one or two AP in an earlier year. Other courses show a mix of honors and regular classes.
 - **Demanding** = At least one AP class and perhaps a few honors classes in earlier years.
 - **Average** = Transcript shows only one or no honors or AP classes. Most courses are regular classes. Perhaps one PREP level subject.
 - **Below Average** = Mostly PREP level courses in core subjects.
- **GPA:** You need to indicate a start and end date for GPA calculation. For most seniors this will be 08/2009 to 08/2012 for the Class of 2013. However, if your student has repeated a year or took summer school this past year, you will need to reflect that. Additionally, please select the higher of the two GPAs.
- **Ratings:** Since our school no longer provides rank, please check “no” where it asks “Does your school complete academic ratings on the “Common Application forms?” and select “no basis” next to the Academic Achievement. You can rate students on the more personal dimensions.

Ratings

Does your school complete academic ratings on the Common Application forms? Yes No

Compared to other students in his or her class year, how do you rate this student in terms of:

No basis	Below Average	Average	Good (above average)	Very Good (well above average)	Excellent (to 10%)
<input checked="" type="radio"/> Academic Achievement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> Extracurricular accomplishments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/> Personal qualities and character	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

- **Evaluations:** New this year on the SR is a checkbox indicating “No Written Evaluation”. Here is the Common Application explanation:

While this evaluation is a **required** part of every School Report, we recognize that some school counselors face formidable challenges. If your professional circumstances re you unable to provide substantive written comments about this student, and if you are unable to substitute another school official's statement in its place, please help our m colleges better understand your situation by checking one or both of the statements below:

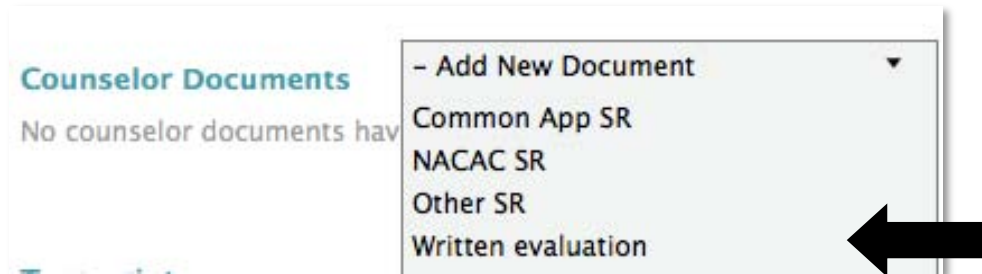
I do not have sufficient personal knowledge of this student. The demands of my counseling load do not afford me sufficient time.

Please note that if a box is checked, some colleges may contact the student, explain that the box was checked, and request a substitute academic recommendation from a te

This is intended for schools with extremely large caseloads (500 – 1,000) where the counselors do not know their students. In our District, we will continue to file a “Written evaluation” in an attached letter, even if very brief.

As in year’s past, please indicate that “School policy” prohibits you from commenting on disciplinary behavior or criminal record.

- At the start of the school year, the College Counselor will enter the profile information and this will save for all students. You need only enter your counselor contact information on the first form you complete. After this, the information pre-populates on all future forms.
- **Uploading a letter of recommendation** (called Written Evaluation):
Since there is no textbox on the online SR for brief comments, you **MUST** upload a separate written evaluation to accompany the Common App SR (unless you check one of the boxes that says you cannot provide a written evaluation). This written evaluation can be a full letter or merely a couple sentences. For NACAC forms or scholarship applications receiving eDocs documents, you also have the option of uploading letters of recommendations. To do this, select “Written Evaluation” under Counselor Documents on the student’s eDocs tab.



You will have the option of sending the letter to a specific school or the “same to all schools”. If you select “same for all schools” you will have the option to later send a customized letter to a college if desired by uploading one and specifying the school.

Please note that you do NOT have to use electronic letterhead. Since the recommendations are coming to colleges directly through eDocs, which is only available to high school staff, the college knows the letter is from a counselor, teacher or administrator. If you choose to upload a letter of recommendation on your school’s electronic letterhead, you may find that the file is too large to upload. If this happens, try this:

- Compress the file size by saving the completed letter as a PDF rather than a Word document.
- If the file is still too large, open the PDF in Preview where there is an option to save it with a decreased file size.

NACAC SR:

- **Applications:** You will have the choice to complete the NACAC form one time and submit it to all schools listed or select a specific college to receive the form. It is recommended that you use the same form for all schools.
- **GPA:** Please be sure the higher of the two GPAs are selected.
- **Rigor of Curriculum:**
In order to be consistent across all applications, the following should be used when specifying course rigor:
 - **Most demanding** = AP classes reflected in multiple years with more than 3 AP classes senior year and more than 5 AP over the four years. Other classes are mostly honors.
 - **Very demanding** = two or three AP classes senior year and perhaps one or two AP in an earlier year. Other courses show a mix of honors and regular classes.
 - **Demanding** = At least one AP class and perhaps a few honors classes in earlier years.
 - **Average** = Transcript shows only one or no honors or AP classes. Most courses are regular classes. Perhaps one PREP level subject.
 - **Below Average** = Mostly PREP level courses in core subjects.
- **Senior Year Courses:** Enter a statement like “On Transcript” in one of the spaces for coursework.
- **Comments:** You have the option to attach a letter of recommendation or fill in the comment boxes. If you are attaching a letter, you may want to enter something in the first box, such as “See attached letter”. Your choice may be influenced by whether the student will need a full letter for another school.

Early Decision or Fee Waiver Requests:

To Check For EDA and Fee Waiver, if this is for a Common Application College, click the Update button to update the student's status for early decision applications and NACAC 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 ANR, the SR will be disabled until the college counselor completes the ED form. The registrar will see a flag when sending the transcript and the registrar will have to ask the College 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 ask the College Counselor to 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					
• This student has started the application for this college through the Common App site • This college requires 1 evaluation minimum; 2 evaluations maximum					
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 there is a current hardship in the family financial situation.

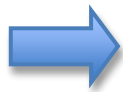
The Application for Fee Waiver Request Form is intended to be used at the schools to which a student is most interested in attending. NACAC recommends limiting the use of the form to no more than four (4) schools.

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

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

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

- Counselor fills out the NACAC Fee Waiver Form and attaches it to the ANR
- The Registrar will then scan, upload it to the student's Naviance eDocs account under "Other OR", and send the NACAC fee waiver.
- Note: a fee waiver will be needed for each college since it will be uploaded listing the specific college name.



General | Plan | Scores | Colleges | eDocs | Resume | Scholarships | Journal | Documents | Careers

prepare forms | send forms | print forms | submission status | previous years | view eDocs destinations | document requests

Send Forms collapse to summary view

Last updated with Common App Online: 01/07/2013 11:35 AM. Update

College	School Report	Teacher Recommendations	School Profile	Midyear Report	Final Report
<input type="checkbox"/> Boston Univ hide full details					
<p><input checked="" type="checkbox"/> This is a Common App college - select the forms you'd like to submit online and click "submit selected forms"</p> <p><input checked="" type="checkbox"/> This student has requested a NACAC fee waiver through the Common Application. Click here to electronically complete the fee waiver prior to submitting this form.</p>					
FORM	why are some forms unavailable for selection?			INFORMATION	OPTIONS
<input checked="" type="checkbox"/> School Report				sent on October 3, 2012 by Linda Blades	view
Written Evaluation				sent on October 3, 2012 by Linda Blades	view
School Profile				sent on October 3, 2012 by Linda Blades	view
Active Transcript (Initial)				sent on October 3, 2012 by Linda Blades	view
<input checked="" type="checkbox"/> Common App Teacher Eval.				sent on October 29, 2012 by Craig Bianchi	view
Letter of Recommendation				sent on October 29, 2012 by Craig Bianchi	view
<input checked="" type="checkbox"/> Common App Teacher Eval.				sent on December 27, 2012 by Kathryn Wilkens	view
Letter of Recommendation				sent on December 27, 2012 by Kathryn Wilkens	view
<input type="checkbox"/> Midyear Report					
Midyear Change Explanation					
Active Transcript (Initial)				uploaded on September 27, 2012 by eDocs Printer	view
<input type="checkbox"/> Optional Report					
Optional Change Explanation					
Active Transcript (Initial)				uploaded on September 27, 2012 by eDocs Printer	view
<input type="checkbox"/> Final Report					
Final Change Explanation					

Mid-Year Transcript Requests :

After 7th semester grades are finalized:

- The College Counselor will ask counselors if they have any seniors for whom they would like to revise their recommendation since the SR was originally sent. The CCC Assistant will route Midyear Transcript Requests to only those counselors who want to revise their recommendation information so that they can fill out a Common App Midyear Report (MR) in Naviance. Otherwise, the Registrar will fill out the Common App MR.
- If you don't use milestones, the office status will automatically change to Midyear Submitted when the Registrar electronically sends the MR and transcript.