

# LAUSD/Naviance Professional Development

## High School eDocs and Scope & Sequence Review

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# Agenda

1. Naviance eDocs Overview
2. Naviance eDocs – Student Experience
3. Naviance eDocs – Staff Experience
4. Naviance-LAUSD Implementation Activities
5. Support and Resources

## What is eDocs?

**Naviance eDocs allows high schools to prepare, send, and track college application documents electronically to more than 2,000 participating colleges and universities.**

**With Naviance eDocs, you can submit electronic documents to every Common Application member institution.**

THE COMMON  
APPLICATION

**Naviance eDocs also provides secure electronic delivery of college application materials to all colleges and universities that subscribe to Parchment.**

  
parchment®

## eDocs Overview

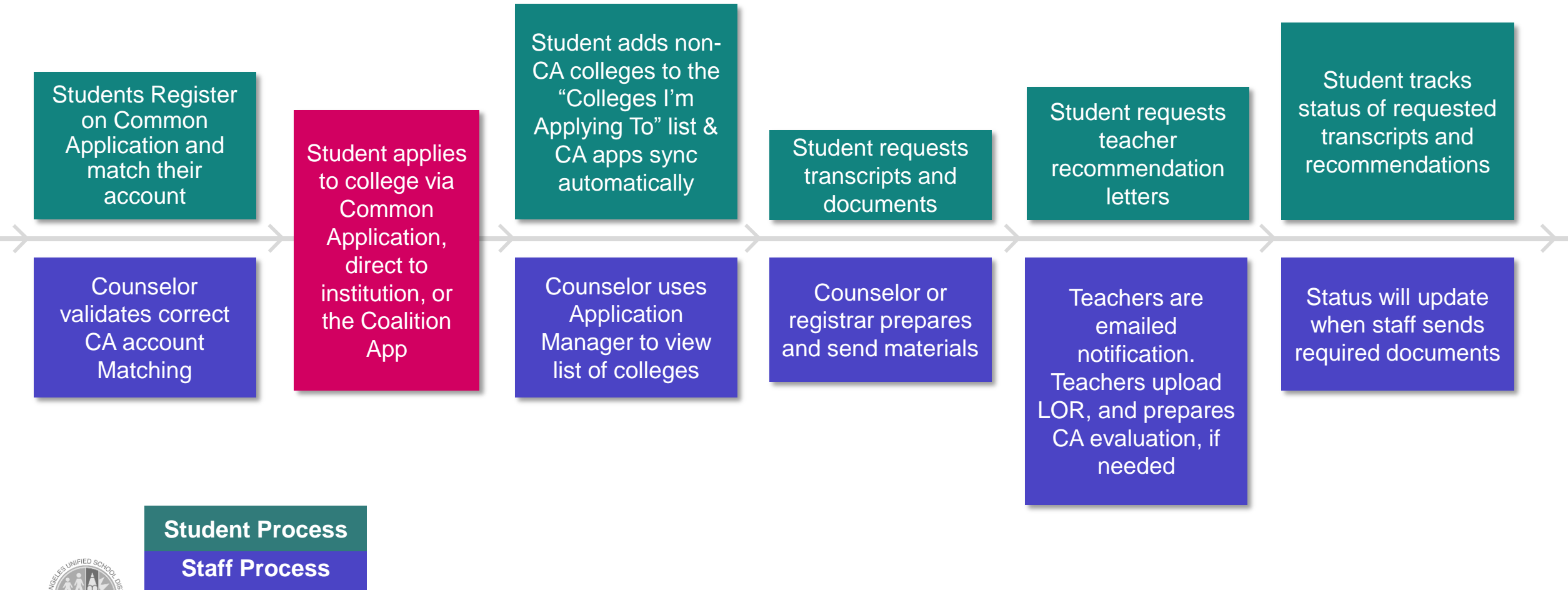
# Benefits of Naviance eDocs & Common Application Integration

- All seniors' college applications will be documented in Naviance.
- Increases the accessibility and reliability of sending transcripts and supporting college application documents.
- Staff will be able to electronically send standard application materials (e.g. transcripts, school profiles, letters of recommendation) and they will be able to complete and send supplemental forms required for Common App applications (e.g. Common App School Report, Common App teacher evaluation, etc.) through eDocs.
- Students are able to report where they are applying to college and request letters of recommendation and transcripts from their Naviance Student site for *all* colleges they are applying to.



# eDocs Overview

## eDocs Workflow





Naviance eDocs:  
Student Experience

## Student Action Steps

Register with Common App After August 1 (Common App Only)

On [commonapp.org](https://commonapp.org), enter high school information, add at least one college, and sign the FERPA Release Authorization (Common App Only)

Complete the Common App Account Matching process in Family Connection (Common App Only)

Add Colleges to the "Colleges I'm Applying to List" in Family Connection

Request Materials for college applications in Family Connection (i.e., teacher recommendations, transcripts)

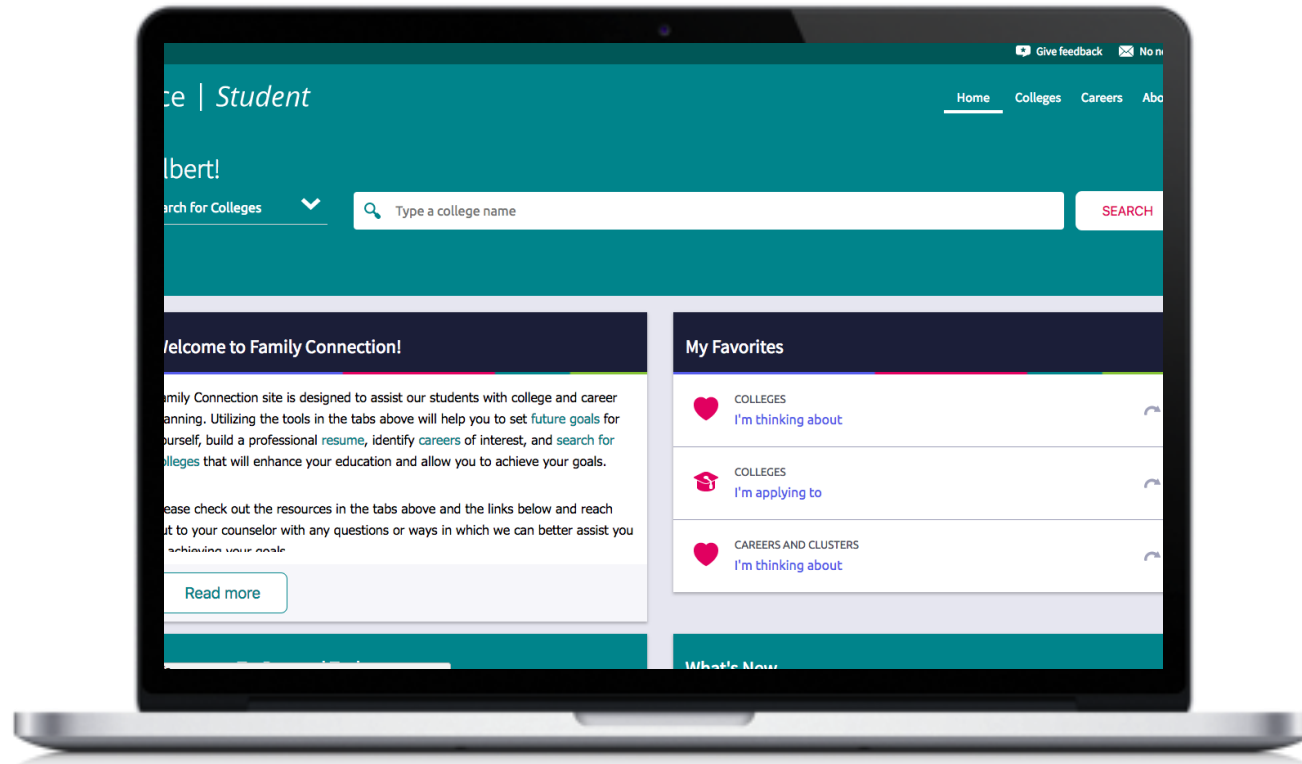
Common App

Family  
Connection



## Student Experience

# Student Experience Step-by-Step



## What we'll see and do:

- Adding colleges to the “Colleges I’m Applying To”
- Requesting Transcripts
- Requesting Letters of Recommendation





**Naviance eDocs:  
Staff Experience**

## Staff General Process

School Site Manager activates eDocs and chooses to opt-in or opt-out of the Common App integration

Counselor/registrar uploads School Profile and completes School Form. Then, counselor/registrar uploads transcripts on each student's folder or via MTM to upload for entire class

Teacher gets email notification, uploads rec and prepares CA teacher evaluation (if needed), teacher sends documents to colleges

Counselor uses Application Manager to view list of colleges students are applying to, validates CA matching, prepares any necessary forms and sends to colleges

Status update occurs in Naviance and Family Connection when staff sends required documents. If staff is mailing documents, update will be manual



## Staff Experience

# eDocs Activation and Common App Integration Status

### Activation:

- What: Activate eDocs and Opt-In or Opt-Out of the Common App Integration
- Who: School Site Manager for each school
- When: On or after August 1

### Important Reminders:

- This is a yearly activity. Must activate and indicate Common App status even if you did this last year.
- The deadline to opt-in or opt-out of the Common Application integration is typically mid-Sept, but we recommend making this choice on or near August 1

#### Naviance eDocs Terms and Conditions

Please read and agree to these terms and conditions in order to use this product.

Naviance eDocs partners with third-party organizations (including Parchment and The Common Application) in the submissions of electronic documents to support students' college applications. The electronic documents submitted by a secondary school on behalf of a student are not sent directly to the college or organization to which the student is applying. Electronic documents submitted via Naviance eDocs are transmitted securely to the server of the third-party partner and are held there for retrieval by the intended college.

- By using eDocs, you understand and agree that your documents will be subject to [The Common Application privacy policy and terms of use](#) and [Parchment's privacy policy and terms of use](#).

#### Common Application Integration Settings (These can also be set or changed in Setup > Preferences > eDocs.)

##### **⚠ Important information about Common App integration**

**Your current status:** Common App integration is **ON**. You are currently set up to prepare and send supporting documents for applications to Common App schools via Naviance eDocs.

**Note:** If you elect to turn off Common App integration, any forms and documents that have been sent to Common App from Naviance eDocs will be deleted by Common App. You will have to resubmit those forms and documents again directly in Common App Online.

##### Common App Integration

- ON - I want to prepare and send supporting documents for applications to Common App schools via Naviance eDocs.
- OFF - I do not want to prepare and send supporting documents for applications to Common App schools via Naviance eDocs.

##### Update Active Applications List

- Automatically add colleges to students' active applications list from their Common App account.
- Do not automatically add colleges to students' active applications list from their Common App account.

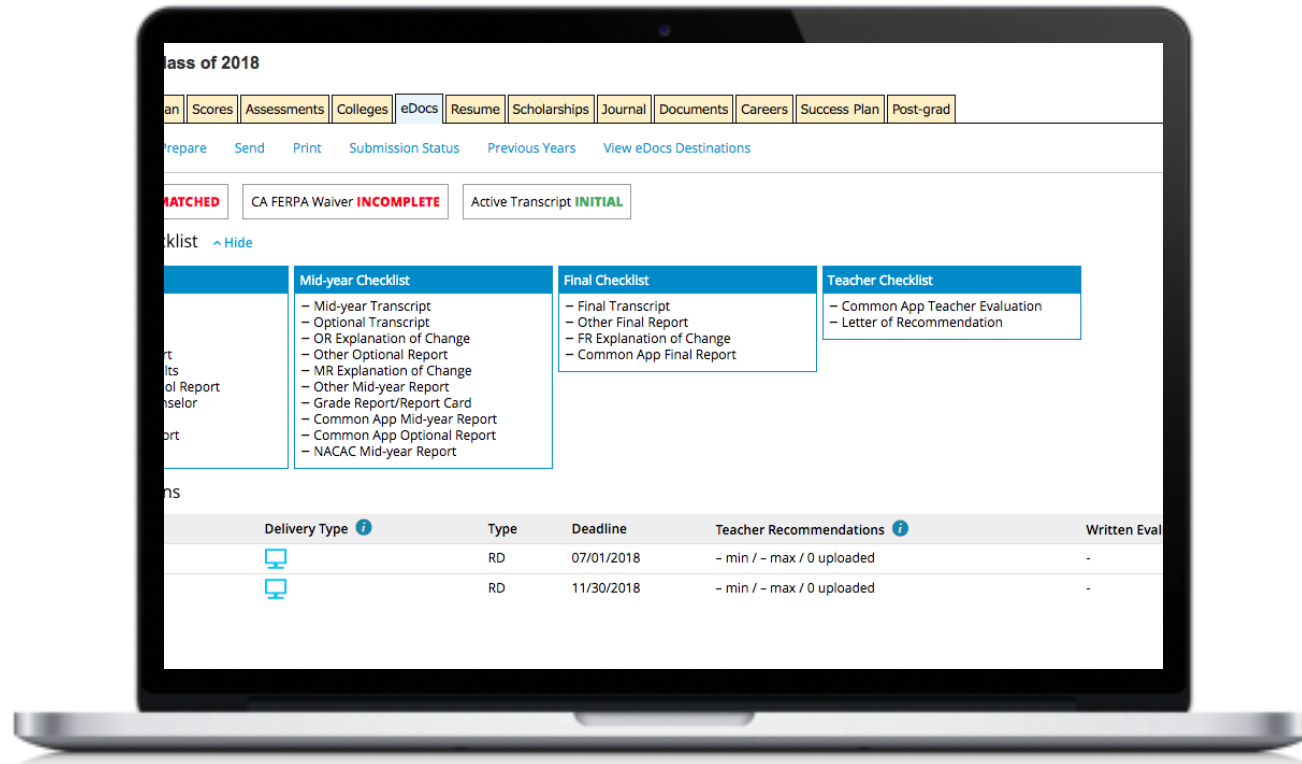
Cancel

Submit



## Staff Experience

# Staff Experience Step-by-Step



## What we'll see and do:

- Application and Transcript Managers
- Uploading and Sending Documents
- Letters of Recommendation Process

## Variations on the eDocs Process

### Option 1

Student will add colleges to 'Colleges I'm Applying To' list and request transcripts from this section

### Option 2

Student will add colleges to 'Colleges I'm Applying To' list. Staff will send transcripts to all colleges added to this (no additional request required by students)

### Option 3

Students submit paper transcript request form and colleges/transcript request added by staff.

## Staff Experience

# What's Your Current Process?

1. How do you currently send transcripts, supplemental forms, letters of rec?
2. Who is responsible for sending transcripts, supplemental forms, letters of recommendations?
3. Do you charge for transcripts and/or postage?
4. Do students request transcripts? If so, what is the request process? Are there internal forms?
5. Do students request teacher recs? If so, what is the request process? Are there internal forms?
6. Do students use Common App? If so, do staff use Common App Online?
7. What is your process for mid-year and final documents?



## Staff Experience

# Decisions to Make

1. Do you want to track transcript requests through Family Connection and the Transcript Manager?
2. Do you want to allow teachers to upload and/or send their own letters of recommendation?
3. Do you want to integrate with Common App this year?
4. Do you want to send alumni transcripts?
5. How do you want to handle requests for mid-year and final documents

### eDocs Implementation Planning Workshop

#### Students

Task	Who?	When?	What/How?
<b>Determine Student Process</b>			<b>Option 1:</b> Student will add colleges to 'Colleges I'm Applying To' list and request transcripts from this section <b>Option 2:</b> Student will add colleges to 'Colleges I'm Applying To' list. All colleges added to this list will automatically receive transcripts (no additional request required) <b>Option 3:</b> Paper Request form and colleges/transcript request added by staff. Student could build out a list of prospective colleges that they are thinking about applying to in the 'Colleges I'm Thinking About' section. Once they decide which colleges they're applying to student will complete the transcript request form and provide completed form to the counselor (in person or via email)
<b>Student Communication Plan (Juniors)</b>		Spring	
<b>Student Communication Plan (Seniors)</b>		Fall	

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## Implementation Best Practices



## Implementation Activities

# Scope and Sequence Review

	Grade 9	Grade 10	Grade 11	Grade 12
Fall	<ul style="list-style-type: none"><li>• Create an Academic and Personal Goal</li><li>• Complete a College Search</li></ul>	<ul style="list-style-type: none"><li>• Complete StrengthsExplorer</li><li>• Create and academic &amp; personal goal</li><li>• Begin Building a Resume</li></ul>	<ul style="list-style-type: none"><li>• Build a resume</li><li>• Complete Do What You Are Assessment</li><li>• Create a Post-Secondary Goal</li></ul>	<ul style="list-style-type: none"><li>• Complete a SuperMatch™ College Search</li><li>• Add at least two colleges to your Application List</li></ul>
Spring	<ul style="list-style-type: none"><li>• Complete Career Cluster Finder</li><li>• Explore the Roadtrip Nation Interview Archive</li></ul>	<ul style="list-style-type: none"><li>• SuperMatch™ College Search</li><li>• Add a college to your Prospective List</li><li>• Complete the Careers and Education Reflection</li></ul>	<ul style="list-style-type: none"><li>• Complete a SuperMatch™ College Search</li><li>• Add a college to your Prospective List</li></ul>	<ul style="list-style-type: none"><li>• Complete the Senior Exit Survey</li></ul>



## Implementation Activities

# Let's Collaborate!

- What factors or practices supported the success of implementing the scope and sequence?
- What resources or practices would better support success next school year?



### **THINK**

Take 3-5 minutes to reflect and jot down notes



### **PAIR**

Turn to the person next to you and discuss your best practices



### **SHARE**

Select your top 2-3 ideas/practices to share with the group

## The LAUSD & Naviance Partnership

# Resources

1 Carol Alexander

2 Local District College Counseling Coordinators

3 <https://achieve.lausd.net/Page/308>

4 LAUSD eDocs Technical Job Aid

5 eDocs Planning Worksheet

6 The Naviance Support Team  
[support@naviance.com](mailto:support@naviance.com)  
1-866-337-0080, option 2

