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| **Naviance eDocs** |
| **Advantages** | **Disadvantages** |
| * Ability to send all counselor forms or letters of recommendation electronically to 1800 Common App AND non-Common App schools
* Secure
* Time and cost savings over sending materials on paper
* You can complete the Common App forms and letters of recommendation once and send to multiple colleges.
* The NACAC school report can be completed in Naviance and substituted for any non-Common App school reports
* Teachers and counselors have the ability to customize letters of recommendation to schools, including Common App schools
* Electronic link to the student’s Common App online account allows Naviance activity, such as sending teacher recs, to be automatically recorded in CA account. CA account activity, such as the addition of schools or execution of fee waivers and early decision forms, are automatically recorded in Naviance.
* eDocs provides details on each application piece sent to each Common App college in a student’s list (unlike Parchment and Common App where transcripts are sent once to the Common App and it is not clear which schools the student applies to)
* Faster for registrar and/or office staff to process materials and no need to resend materials lost in the mail.
* **All** documents recorded in one place and visible to counseling staff, teachers, office staff, registrar and students
* Back office more transparent to parents/students
* Documentation of receipt & download of application materials by colleges
* Accessibility of Naviance help desk
 | * + Extensive procedural changes required
	+ You must set up accounts for each teacher in Naviance and train them in its use.
	+ The Naviance system for teacher recs is more complex than the online Common App System for teachers:
* Two-step process to upload and send
* Seeing a full list of a student’s college apps confuses teachers on where to send recs
* Easy to mistakenly transmit recs to the wrong school
* Easy to mistakenly send another teacher’s recs. (This may be fixed for next year)
	+ Teacher Recommendation “completion” status is confusing to students and teachers
	+ Students are confused by teacher recommendation procedures.
	+ Difficulty sending to a select few Common App schools that also have a school-specific forms.
	+ Limitations on the file size (500 kb) of uploaded recommendation letters and other documents.
	+ Naviance will charge a fee for sending transcripts through eDocs beginning in 2013- 2014. ($1 per senior)
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