WESTLAKE HIGH SCHOOL GUIDANCE DEPARTMENT

Using eDOCS through NAVIANCE Family Connection powered by NAVIANCE …A Student's Guide

Below is a step-by-step guide on how students can utilize the extremely fast and seamless eDocs program to process their college applications.

Requesting teacher recommendations…

- Sign in to your Naviance account. http://connection.naviance.com/westlakehs
- Next, click the "Colleges" tab, then go to "Apply to Colleges."
- Next, click where it says "letters of recommendation."
- Next, click on "add request."
- **1)** From the drop down menu, select the teacher who you are requesting a letter from, **2)** select the "general request" button and **3)** Be sure to fill out the "Personal Note" section as it is considered poor etiquette to simply request a letter. It is recommended you opt to send a personal note asking the teacher if they would be interested in writing a letter on your behalf.
- Once complete, click the "submit" button. This will send an email to the teacher inquiring about their interest in writing a letter for you.
- Be sure to also complete the **WHS Teacher Recommendation/Activity Survey** (available on your Naviance account, under the "About Me" tab, then click "Surveys From Your School"). It is required and extremely important that you complete the above survey. Without this info, your teacher will NOT write a letter of recommendation for you. Please know: a teacher has the right to decline your request for a letter.

  ****** Please note, if this page does not load according to the instructions above, you must clear your browsing history. It is recommended you use Chrome for this application.***

Notifying your Counselor you've applied to college…

- Once you submit **ANY** college application, be sure to immediately complete a College Application Communication Form and hand it directly to your counselor or the Guidance Secretary. (N.B. You **MUST** do this each time you apply to colleges.)

***** IMPORTANT *****

- The College Application Communication Form (CACF) is used to let your counselor know that you applied to a college and to send your transcript, letters of recommendation, and related application materials. Copies of the CACF can be found on our website and in the Guidance & Counseling Department Office. ***Do NOT forget to hand this form in!***

—Wait, you're not done yet!—

Be sure to include your applications on Naviance as well.

1. Click on the "Colleges" tab, then "Colleges I am applying to."
2. Next, click the "+" button and enter the name of the college and the application type (regular decision, early action, etc.).
3. Next, click on how you applied (via Common App, etc.).
4. Last, check the box, "I've submitted my application" and click, "Add and Request Transcript (initial).

Now, you're done!

If you have any questions at any time, feel free to contact your counselor.

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