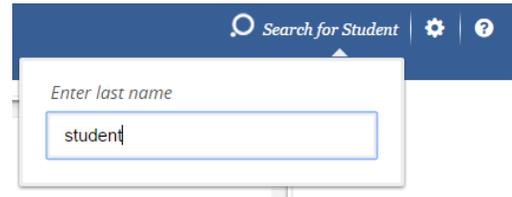


## NAVIANCE: Teacher Letter of Recommendation Submission Process

1. Sign into Naviance – <https://succeed.naviance.com>

2. Click on “Search for Student” in upper right corner and enter the student’s last name.



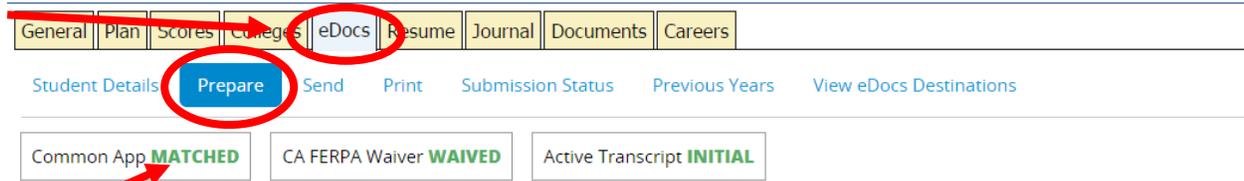
Search for Student

Enter last name

student

3. Once the student’s name appears, click on the student’s name.

4. Click on “eDocs” in vanilla shaded tabs.



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

Student Details | **Prepare** | Send | Print | Submission Status | Previous Years | View eDocs Destinations

Common App **MATCHED** | CA FERPA Waiver **WAIVED** | Active Transcript **INITIAL**

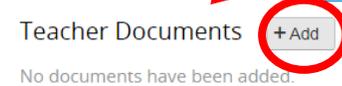
5. Click on “Prepare” on the next menu bar.



Documents Checklist ^ Hide

Initial Checklist	Mid-year Checklist	Final Checklist	Teacher Checklist
<ul style="list-style-type: none"><li>✓ Initial Transcript</li><li>- Transfer Transcript</li><li>- Written Evaluation</li><li>- Other School Report</li><li>- Leaving Exam Results</li><li>- Common App School Report</li><li>- NACAC School Report</li><li>- Current Courses</li></ul>	<ul style="list-style-type: none"><li>- Mid-year Transcript</li><li>- Optional Transcript</li><li>- OR Explanation of Change</li><li>- Other Optional Report</li><li>- MR Explanation of Change</li><li>- Other Mid-year Report</li><li>- Grade Report/Report Card</li><li>- Common App Mid-year Report</li><li>- Common App Optional Report</li><li>- NACAC Mid-year Report</li></ul>	<ul style="list-style-type: none"><li>- Final Transcript</li><li>- Other Final Report</li><li>- FR Explanation of Change</li><li>- Common App Final Report</li></ul>	<ul style="list-style-type: none"><li>- Common App Teacher Evaluation</li><li>- Letter of Recommendation</li></ul>

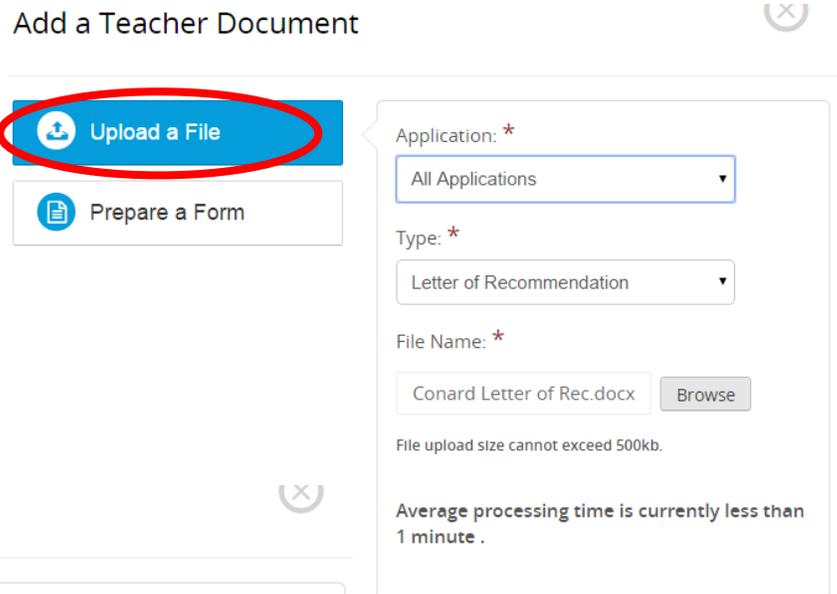
6. Next to “Teacher Documents,” Click “+Add”.



Teacher Documents **+ Add**

No documents have been added.

7. To upload your letter, click “Upload a File.” Choose specific school or “all applications.” Type is “Letter of Recommendation.” Select correct file from your computer. And click on “Upload File.”



Add a Teacher Document

**Upload a File**

Prepare a Form

Application: \*  
All Applications

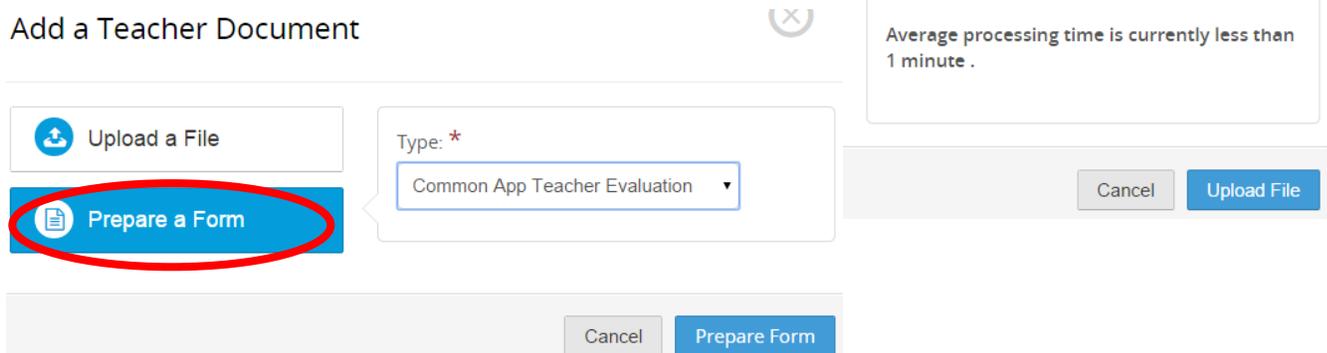
Type: \*  
Letter of Recommendation

File Name: \*  
Conard Letter of Rec.docx

File upload size cannot exceed 500kb.

Average processing time is currently less than 1 minute.

8. For Common App schools, you must also complete the Common App Teacher Evaluation Form.



Add a Teacher Document

Type: \*  
Common App Teacher Evaluation

9. Double check your documents by clicking “View” under the “Teacher Documents.” Once you sent the forms, there is no going back!

Teacher Documents [+ Add](#)

Type ^	Author	Date	Size	Actions
Common App Teacher Evaluation	TestTest TeacherTeacher	09/10/2014	159.92 KB	<a href="#">View</a> <a href="#">Replace</a> <a href="#">Delete</a>
Letter of Recommendation	TestTest TeacherTeacher	09/10/2014	249.00 KB	<a href="#">View</a> <a href="#">Replace</a> <a href="#">Delete</a>

10. When you are ready to submit your forms, click “Send” on the blue menu bar.

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

[Student Details](#) [Prepare](#) [Send](#) [Print](#) [Submission Status](#) [Previous Years](#) [View eDocs Destinations](#)

Common App **MATCHED** | CA FERPA Waiver **WAIVED** | Active Transcript **INITIAL**

Note: You will only be able to send to Common App schools if the student’s Common App has been “**MATCHED**” to their Naviance account and they have completed the “Common App FERPA Agreement” (**WAIVED** or **NOT WAIVED**).

11. Click on individual schools that you will need to send to. **Please only select those schools which the student requested you to send his/her letter to.** Schools will only accept a certain number of letters.

*\*If you do not see one of the schools listed, click the refresh button on the right side of the page in order to update the list. This may resolve the problem. If not, the student will need to add the school to their Common App list.*

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

[Student Details](#) [Prepare](#) [Send](#) [Print](#) [Submission Status](#) [Previous Years](#) [View eDocs Destinations](#)

Common App **MATCHED** | CA FERPA Waiver **WAIVED** | Active Transcript **INITIAL**

Send Documents [Expand All](#)

Last updated with Common App Online: 09/16/2015 10:32  

12. Click the “Review and Submit” at the bottom of the screen when you are ready to send.

*\*Don’t forget to print/mail recommendations to those schools not accepting on-line submissions.*

*(Students should provide you with stamped addressed envelopes.)*