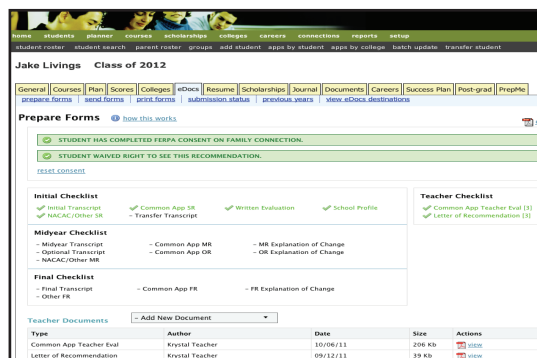# High Tech High

Transcripts at the Click of a Button

Like most schools, High Tech High in San Diego is under an enormous burden to submit transcripts and other forms to colleges as its seniors navigate the application process each year. Before going digital, the counseling office relied on the only method it had: mailing paper packets filled with transcripts, school profiles, and teacher recommendations. High Tech High also printed and mailed a second or third round of transcripts, translating into countless hours of staff time and thousands of dollars in postage and supplies.

LESS PAPERWORK, MORE PEOPLE WORK™

Since implementing Naviance, however, Chris White, Director of College Counseling, says that Naviance eDocs transformed the process of sending electronic transcripts and letters of recommendation, and that they have all but done away with mailing paper forms at his school. Now, sending electronic transcripts and documents to over 2,000 colleges and universities, including every Common App member institution, is as simple as 'upload and send'. But the benefits for White go beyond cost savings and simplicity. For him, it comes down to more time to spend with students and the crucial ability to track the entire process, from student transcript requests to the complete details of document delivery including date, time, and location.

> " We have seen huge savings in money that used to be spent on postage, paper, and ink cartridges. From a human resources perspective, we have saved thousands of dollars since we only need one registrar for five high schools."
>
> – CHRIS WHITE,
> High Tech High

About High Tech High

› HTH is an independent public charter school located in San Diego, CA

› Chris White, Director of College Counseling, turned to Naviance to help provide tangible guidance and send electronic transcripts and letters of recommendation

HOBSONS›

High Tech High

INSTANT CONFIRMATION

When 'missing items requests' come back from colleges or fretful parents call his office asking about documents that the colleges can't find, White can now demonstrate to both parties that the documents were submitted, and immediately show a record to prove it. This usually means quick resolution for what used to be many anxious hours or days, not to mention suspicious parents wondering if those documents were ever sent in the first place.

MANAGE TEACHER RECOMMENDATIONS

Students can also message teachers when they need a recommendation, and teachers can easily upload and send the form. White is thrilled at how this has cut down on the need to train and re-train students on how to obtain teacher recommendations, a persistently difficult concept for many high school seniors!
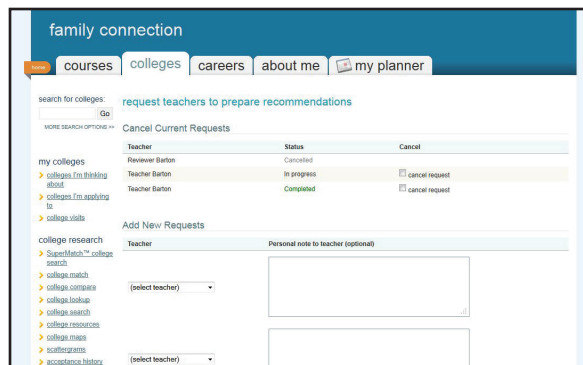
REWARDING RESULTS

In addition, White says, "We have seen huge savings in money that used to be spent on postage, paper, and ink cartridges. And from a human resources perspective, we have saved thousands of dollars since we only need one registrar for five high schools." Plus, with the time he saves every year on this process, White says one of the most rewarding results is that he is now able to proactively target the "middle third" of his students, a group that is traditionally underserved next to high performing standouts and those with special needs. "Being able to target those students and provide them with extra encouragement," says White, "is the best part of the whole story."

Key Benefits

› Streamlines and simplifies processes

› Cost savings on postage, paper, envelopes, and staff time

› Maintains a record of document submissions

› Frees staff to focus on students

Getting Started with Naviance eDocs

Once eDocs is configured, follow these simple steps to get your school up and running:

› Get teachers set up in the system so that they can receive requests for recommendations

› Introduce eDocs to students and update handout materials to help them connect to their Common App account

› Visit the Naviance Network Help Library and Community Forums for support and useful information

Estimated Cost Savings Based on Real Client Experiences

SCHOOLS SENDING:*	ESTIMATED SAVINGS:**
2,000 packets per year	$6,000
10,000 packets per year	$30,000
25,000 packets per year	$75,000

*to participating eDocs institutions   **Supply costs estimated at $3 per packet