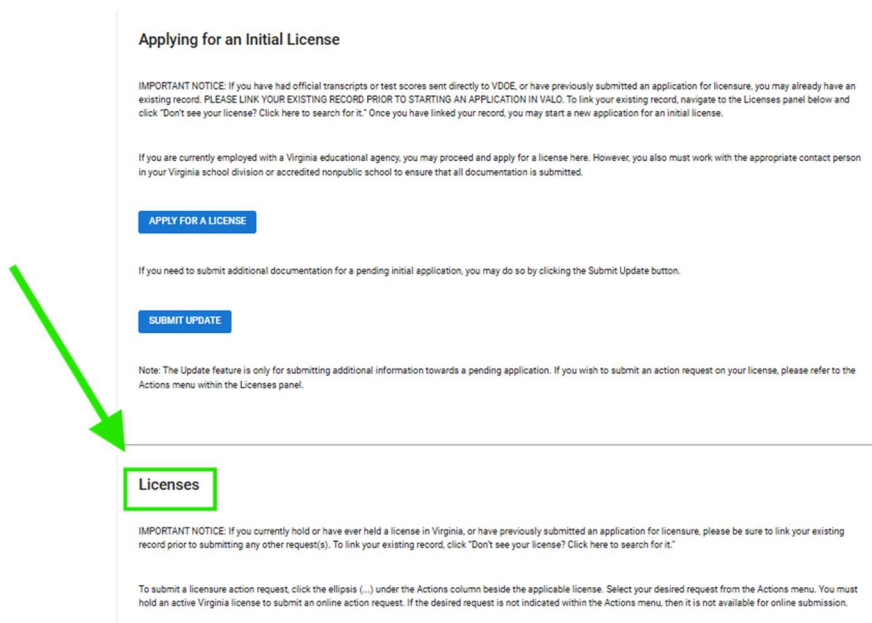


How To: View Documents in VALO

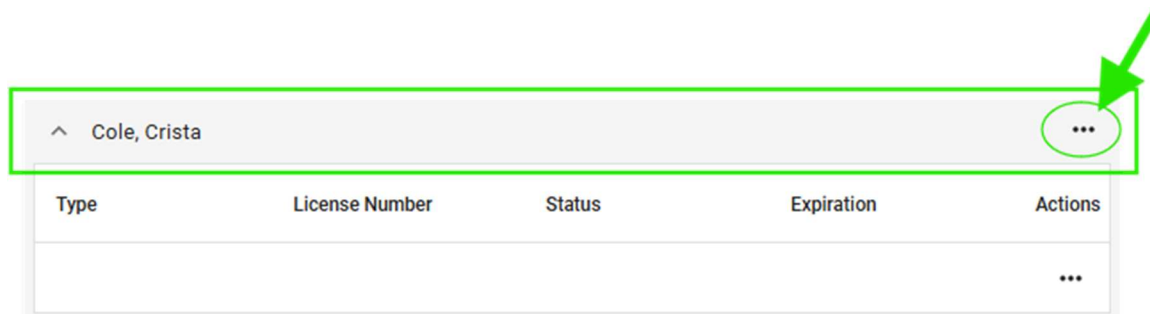
Individuals who have submitted an application or request by mail or online must access their documents in VALO. The Office of Licensure no longer mails copies of correspondence, evaluations, or licenses. It is important to self-monitor your VALO account to ensure that you stay updated on any correspondence being posted regarding your licensure request.

Please follow the instructions outlined in this guide to view any documents, such as VDOE Correspondence or evaluations, posted to your account.

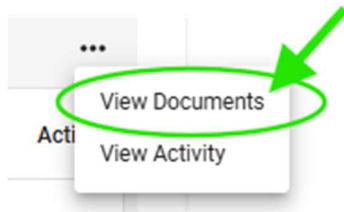
1. Log into your VALO account.
2. On the Dashboard, direct your attention to the “Licenses” panel at the bottom left.



3. Click on the ellipsis (three dots) aligned beside your name in the top right-hand corner of the panel.



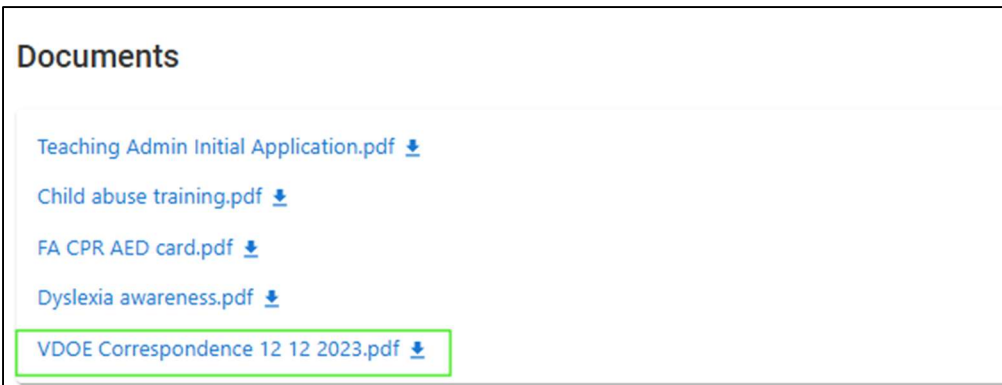
4. Upon clicking the ellipsis, a menu will appear. Select “View Documents”.



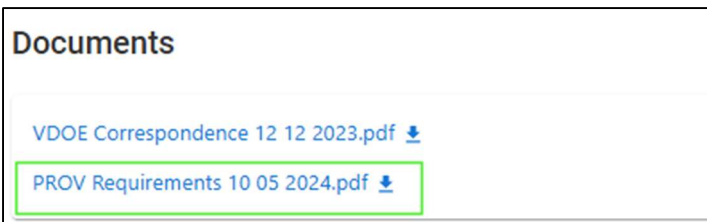
Once on the Documents page, you will see a listing of all the documents that are available.

If you have submitted an application or request through VALO, your forms and uploaded files will be in your Documents.

If you have been issued a checkletter or other correspondence from the Office of Licensure notifying you that additional information is needed, then it will be available in your VALO Documents as “VDOE Correspondence”.



If you have been issued an evaluation, Statement of Eligibility, or provisional license, your *Requirements to be Completed* (deficiency listing) and/or evaluation will also be available in your VALO Documents.



If you are employed by a Virginia educational agency, please provide a copy of any VDOE correspondence to your employer.