SCOIR

Year-End Counselor Checklist

*Counselors, use this Year-End Checklist to tidy up your Scoir account before you
say goodbye to one class and hello to another.*

☐ Review your <u>School Account & Settings</u>

> *Did you know? More than <u>1,800+ Colleges & Universities</u> accept documents via Scoir!
> You can keep better track of application-related documents and save time by using SendDocs.*

☐ Review the steps to power <u>Scattergrams</u>

☐ <u>Adjust your settings</u> to allow Rising Seniors to request letters of recommendation from teachers and <u>invite faculty</u>

☐ Upload and send any required <u>Final Transcripts & Reports</u>

☐ Record outstanding <u>scholarships, outcomes & plans</u>

> *Did you know? You can record Non-Collegiate Plans for students pursuing another path after high school!*

☐ <u>Run any needed reports</u> for the graduating class, and send end-of-year surveys, such as brag sheets

> *You can even run a report on all 2023 Student Outcomes & Plans.*

☐ Encourage registered students to download the <u>Scoir Student App</u>

☐ Download the <u>Scoir Counselor App</u>

[Download on the App Store]   > *This will help you keep lines of communication open during the summer!*

☐ <u>Invite your Juniors and Underclassman</u> to Scoir and <u>ensure counselor assignments are made</u>

☐ Determine when to enable the <u>PrinciplesYou Character Assessment</u>

☐ Learn how Scoir handles <u>rollover</u>

> *Scoir automatically moves Seniors to alumni and the remaining classes up a grade.
> This year, rollover is planned for mid-July.*

☐ Prepare your Rising Seniors to <u>apply via Scoir</u>

☐ If you're school is changing their email domain or High School ID over the summer, <u>reach out to support</u> to complete the configuration.

☐ Share <u>Class Checklists</u> so students know what's expected next year