

# Year-End Counselor Checklist

Counselors, use this Year-End Checklist to refresh your Scoir account and get ready for that next class!

- Review your [School & Account Settings](#) and the steps to power [Scoil AI and Scattergrams](#)

*Did you know? More than [1,800+ Colleges & Universities](#) accept documents via Scoir! Keep better rack of application-related documents and save time by using SendDocs.*

- [Adjust your settings](#) to allow rising seniors to request LORs from teachers and [invite faculty](#)

- Upload and send any required [Final Transcripts & Reports](#)

- Record outstanding [scholarships](#), [outcomes & plans](#) and run end-of-year reports

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

- Create and assign any end-of-year forms, like brag sheets, to students

*Easily gather information [using Forms](#), accessible in Assignments.*

- Encourage registered students to download the [Scoil Student App](#) 

- [Invite your juniors and underclassman](#) to Scoir and [make counselor assignments](#)

- Remind graduating seniors to [update their email addresses](#) to their personal addresses

- Learn how Scoir handles [rollover](#)

*Scoil automatically moves seniors to alumni and the remaining classes up a grade ~July 1.*

- [Notify Support](#) if your school is changing Student IDs or email domains over the summer

- Share [Class Checklists](#) so students know what's expected next year

- Sign up for the [What's New in Scoir](#) email list so your team will be informed of all the new features Scoir as we head towards the Fall