



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.

- Record outstanding scholarships, outcomes & plans

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

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

You can even run a report on all 2022 Student Outcomes & Plans.

- Invite your Rising Juniors to Scoir
- Adjust your settings to allow Rising Seniors to request letters of recommendation from teachers
- Prepare your Rising Seniors to apply via Scoir

Starting in August 2022, students will apply via Scoir to Coalition colleges.

- Share Class Checklists so students know what's expected next year
- Encourage registered students to download the Scoir Student App
- Download the Scoir Counselor App

This will help you keep lines of communication open during the summer!



- Upload and send any required Final Transcripts & Reports
- Learn how Scoir handles rollover

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

- Review your School Account & Settings