Annual Updates:
Your Guide to a Smooth Transition

Why this matters

Each year, your Scoir account needs a few key updates to close out the school year and prepare for the next. These Annual Updates help seniors transition smoothly, set up rising students, and keep your data clean — saving time and reducing surprises.

> 💡 **Pro tip:** *By being proactive and updating key data now, you'll ensure a seamless rollover — so everything's ready to go for the new year.*

✅ Finalizing the Outgoing Senior Class Before Summer

Alumni Prep

- ✅ Email seniors and remind them to update their Scoir email to a personal address **before summer.** This way, they'll keep access to their account post-graduation
- ✅ Letters of recommendation for current seniors will be removed from teacher dashboards after Rollover, but will remain accessible to counselors in the Manage Documents tab of each alum's profile
- ✅ Any letter requests from rising seniors made during the summer will stay intact in the system

📚 Prepping for the New Academic Year

Student & Data Updates

- ✅ Update GPAs and test scores for current students
- ✅ Import incoming 9th graders (if your school does not use Clever or Classlink)
- ✅ Bulk upload parent/guardian contacts for incoming 9th graders
- ✅ Naviance Transition: If your school transitioned from Naviance to Scoir this year, send support@scoir.com your 2025 Application Data Export File.

  > *Note: This file won't be imported into Scoir until after Rollover — see instructions here.*

🔄 What Happens During Rollover

Here's what Scoir handles automatically:

- ✅ Students move up one grade level: ➤ 8th → 9th, 9th → 10th, 10th → 11th, 11th → 12th, and 12th → Alumni
- ✅ All Active Assignment Plans will be returned to a Draft state

  > 🛠 *No action is required — just log in when you're ready and pick up where you left off.*

🚀 After Rollover: Final Checks

- ✅ Review and publish **plans, tasks,** and **forms** for the new grade levels
- ✅ To send materials for alumni, click **'enable documents'** ' within the applicable college packets in their Send Documents tab
- ✅ Review your **account settings** and consider adjusting features based on last year's experience
- ✅ Double-check your **Documents & Templates** — especially School Reports — to ensure everything is accurate and up-to-date before sending
- ✅ Counselors can find information for their rolled over seniors by adding the **'Document Status'** column to their view in the **Applications Overview tab**
- ✅ Review and update any custom views that reference class years—make sure they reflect the new graduating classes and using the Class Years filter to view the class of 2025
- ✅ Reach out to Support if you have questions