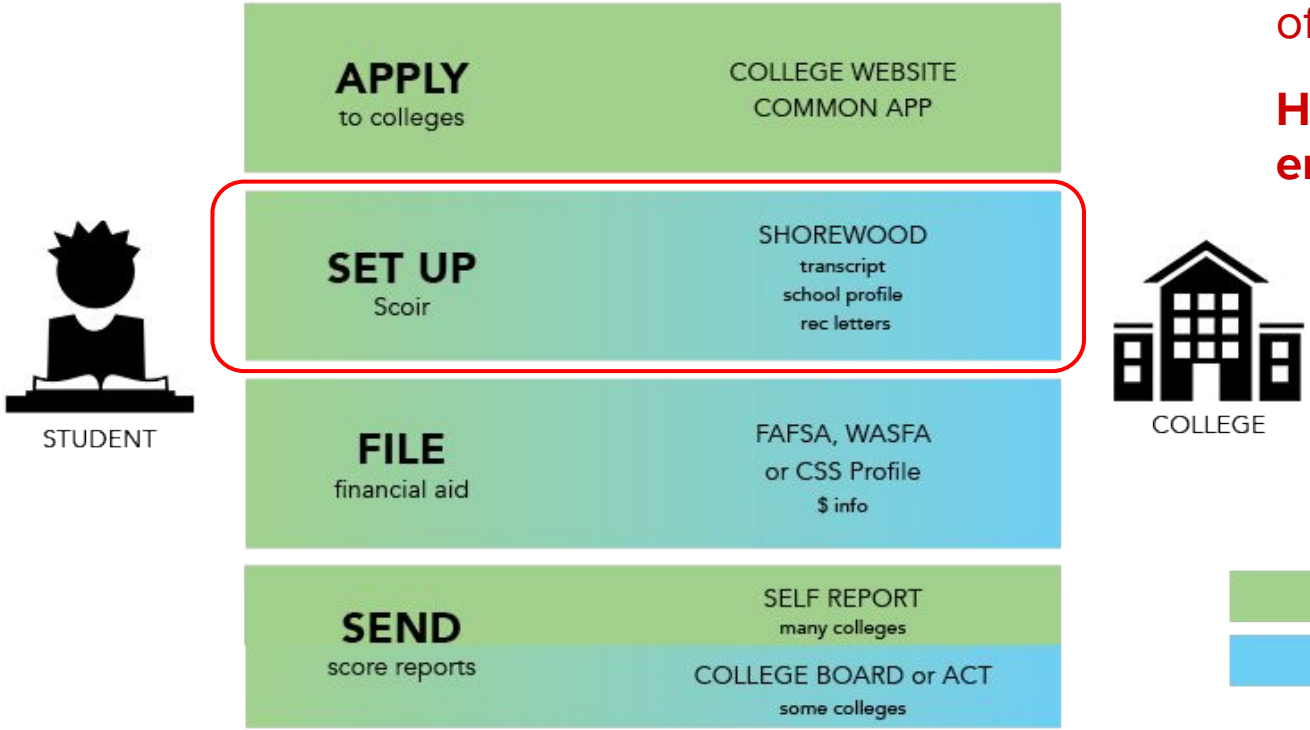
SHOREWOOD COLLEGE & CAREER

SCOIR : How-To!

Pronounced “Score”

Check your school email regularly and make sure that you have ParentSquare notifications enabled

Remember how applications work?



Via Scoir, **you** set up the **School Portion** of your application.

Have it set up by the end of September!

Why Scoir is Necessary...

It is how we know:

- **Where** you are applying
- **When** you are applying there
- **What** you need sent

Your list is how we help you!

Plus, it is ***how*** we send your materials

You create the channels for us to send electronic documents

NOTE:

- Your colleges will *not* mention Scoir
- Scoir *isn't an application* like the Common Application
- Scoir works in parallel to your application
- Scoir facilitates both school materials & staff assistance

What do you do in Scoir?

For *each* college, you will:

- **List** under *My Colleges* in the *Applying* column
- **Select how** you are applying (Common App/College Website)
- **Select the deadline type/date** you are using (check the college's website, and know that options could have changed recently!)

For *some* colleges, you will:

- **Request Letters of Rec** *if* required–you need to check!

Aim for the end of September!!

Some students will:

- Request a Fee Waiver (if you qualify for Free & Reduced Meals)
- Sign the Early Decision Contract if you are applying to a college ED

Log in to Scoir via Classlink (preferred)

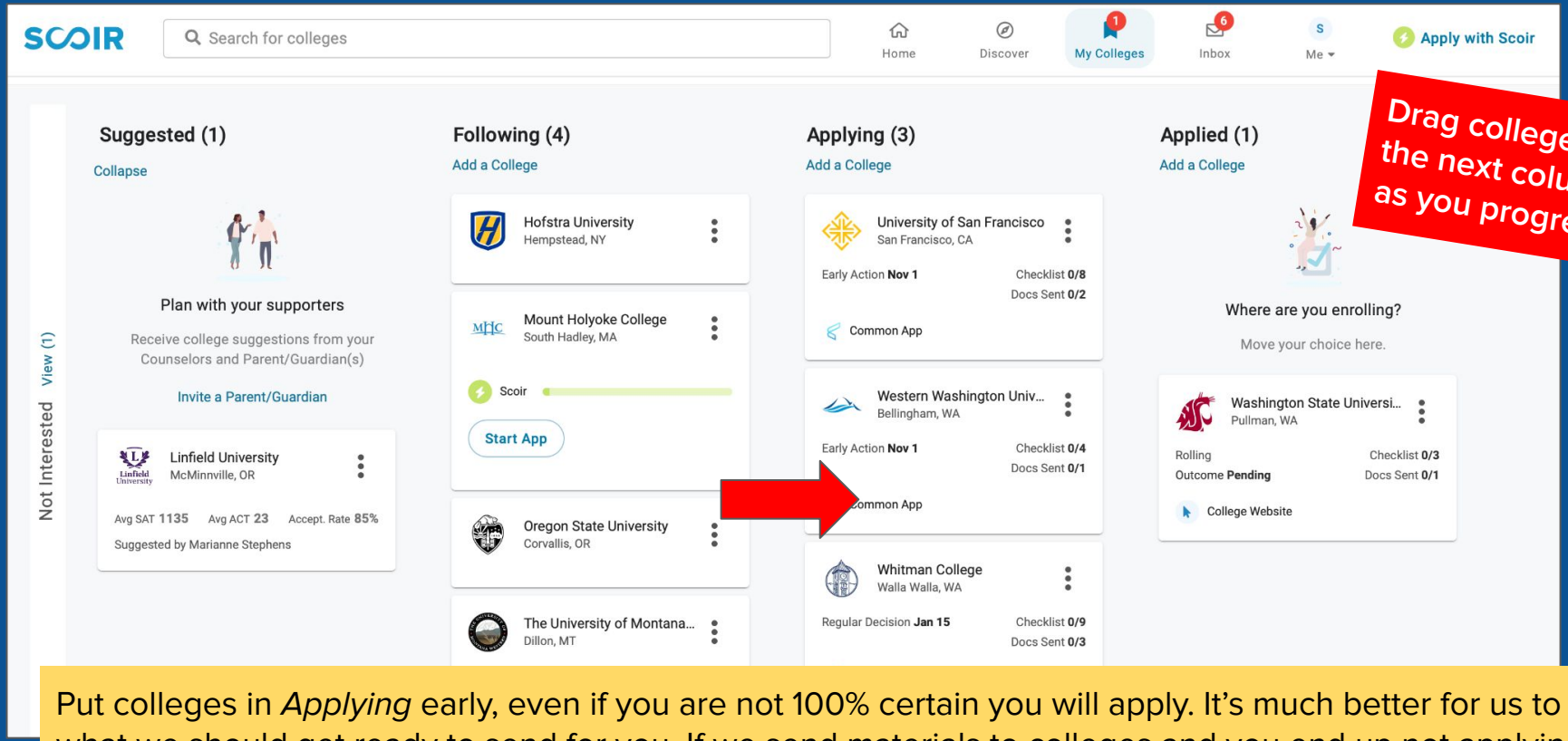
In your ssd412.org Google Account in Chrome:

- Go to *Shoreline Bookmarks* > *Classlink Portal*
- Select SCOIR
- Sign in or Sign up



On Classlink, it's dark blue w/ white writing!

Scoir *My Colleges* set up in columns

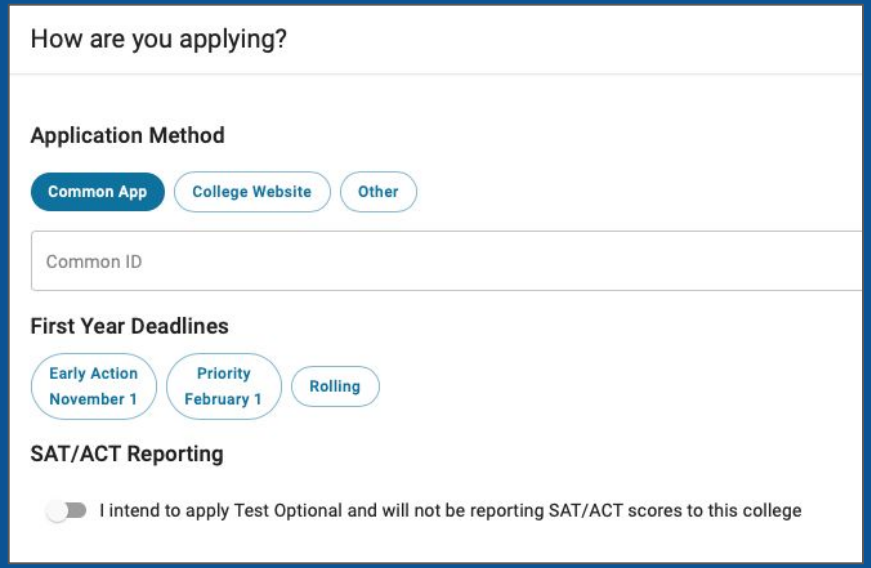


Put colleges in *Applying* early, even if you are not 100% certain you will apply. It's much better for us to know what we should get ready to send for you. If we send materials to colleges and you end up not applying, it is no problem; they simply will not download from their system. **So, put those colleges into *Applying*!**

Move colleges into *Applying* if you plan to apply
Don't wait until you are ready to submit!

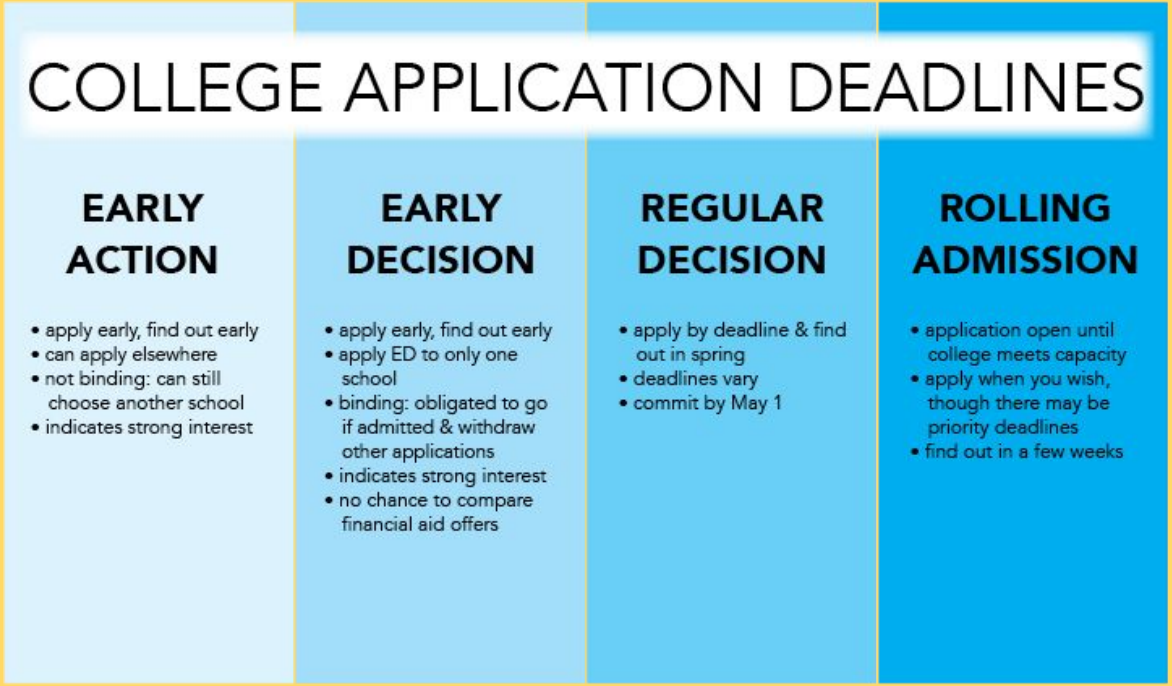
Scoir will ask you which application and deadlines you plan to use, and if you are applying Test-Optional.

Do the application type that will save you work: if you have a bunch of Common App colleges, select that for as many as you can.



If you know your Common App ID, add it.
You will find it on the Common App website; lower left corner.

SIDE NOTE: Deadlines/ Dates



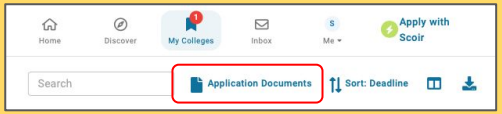
BE SURE that you:

- Know the fine print for the type of deadline
- Apply to only ONE college Early Decision, and only if ED is right for you!
- Choose deadlines for Fall 2027 start, not Spring 2026 start (Scoir usually has the correct ones)

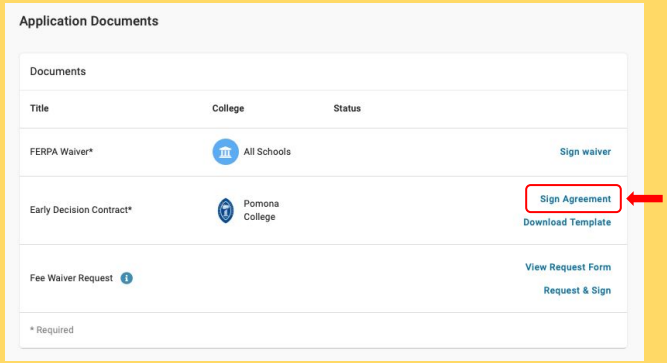
SIDE NOTE: Early Decision

If you apply to a school ED:

- You *& your parent/ guardian* must sign the ED Contract; online preferred
- Parent must sign via their Scoir account
- *After* parent & student signatures, counselor can sign & submit

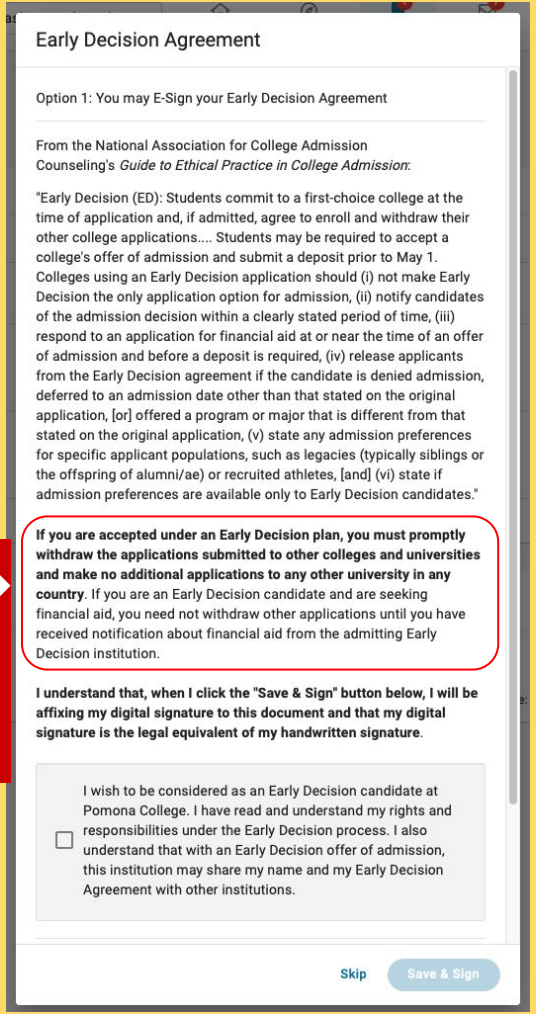


Find in *Application Documents* in *My Colleges* view



Read & know all conditions of the agreement: you must apply to only *one* college ED and if accepted you must "promptly withdraw" other applications

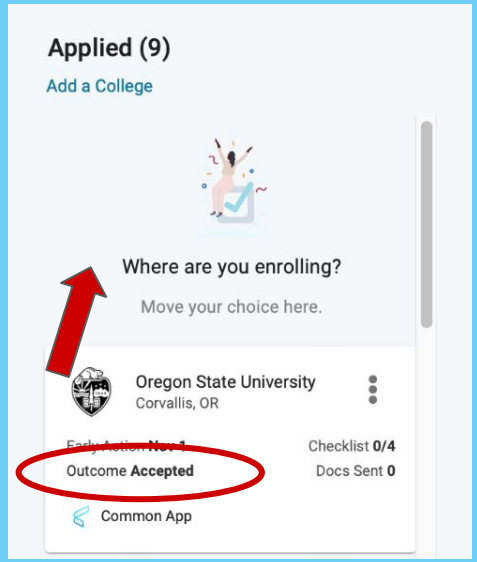
Signing & completing within Scoir is preferred to downloading which will take longer and require additional steps



What about transcripts?



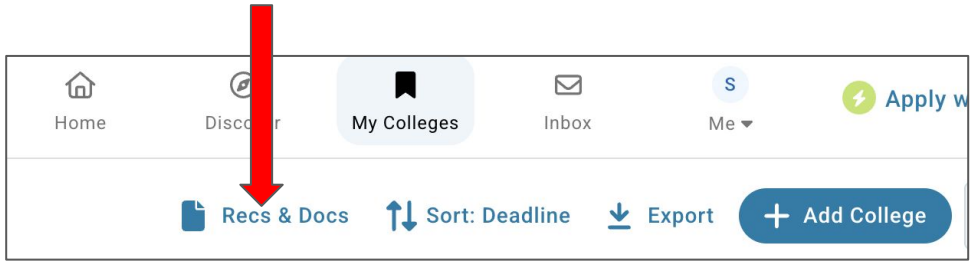
- Adding a college to *Applying* in *My Colleges* triggers a transcript request. You do not need to do a separate step.
- We will only send a transcript *if your college wants it*. UW Seattle, UCs, Cal State & others DO NOT want transcripts.
    - For those colleges, you will fill out a section on your application detailing your courses & grades &/or complete the STARS (Self-Reported Transcript and Academic Record System).
- If you are Running Start or have taken dual enrollment classes for credit, the 4-year college may want that transcript. *Ordering that transcript is up to you*. Do it via the college's website. Order an official transcript to be sent directly to the 4-year college.
- You will need a final transcript for the college you decide on. Request it by keeping your *My Colleges* list updated with outcomes of *all* of your applications and indicating where you plan to enroll.



If you need Letters of Recommendation, request via *Recs and Docs*

NOTES:

- Don't panic if your teachers don't get right to the task; colleges are fine with letters & school documents coming later than your application.
- **DO NOT request letters via the Common App. Use Scoir!!!!**
- If a Counselor Rec is required for a school, you do not need to request it. Simply fill out and send the Counselor Evaluation Sheet to your counselor.

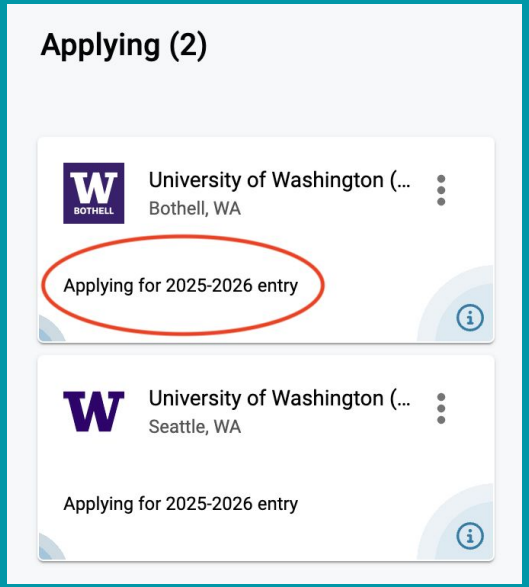


Important!

If a teacher needs a Brag Sheet, follow instructions on the College Applications webpage, scroll down to the right.

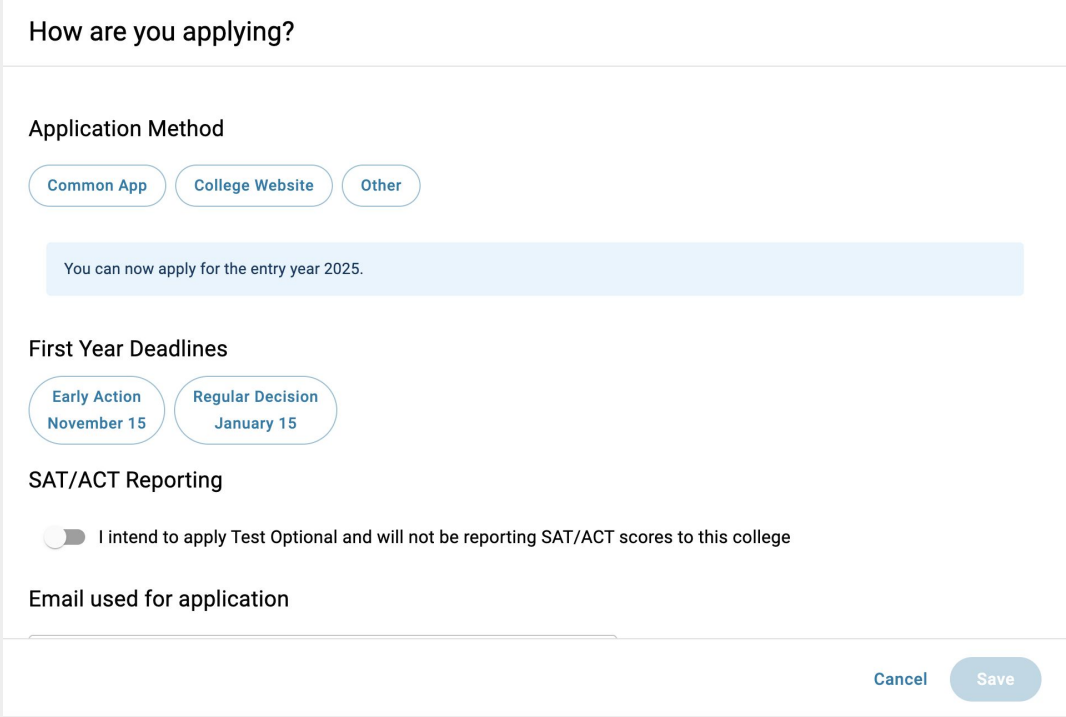


If you added a college to “Applying” *before* August (and sometimes after) and did not select a deadline



If a college looks like this in Scoir, then you probably added it before they opened the application. See next slide for correction.

- If that applies to you (please check if you aren't sure) then click into the college and select “Apply”
- Select the Method
  - Common App ID here if needed
- Select the Deadline
- Save



It should look like this when you have it set!

Notice that it now indicates both method *and* deadline.

From here, you can mark down what you have completed and not yet completed.

