## For Scoir Students: Requesting Transcripts

In Scoir, you do NOT need to request a transcript; **moving a college to the Applying or Applied column of your My Colleges list is what will alert your counselor that a transcript is required**. Your counselor will be notified of what documents are required for this college and will be able to send forward your transcript if it is required.

\*Please ensure that you have submitted your application via your preferred method before marking a college as **Applied**.

## How do I request a transcript?

You do not request transcripts in Scoir. Moving a college to the **Applying** or **Applied** column of your **My Colleges** list will trigger the request on your behalf to your counselor in Scoir automatically.

so	OIR	Q Search for colleges		යි Home	Ø Discover	My Colleges	Messages	Me -	📀 Apply w	rith Scoir
Upda	ite Top Ch			Search		A	pplication Documents	s 🎁 Sort	: Deadline 【	. 7
Not Interested View (5)	Suggested View	Following (6) Add a College	Applying (6) Add a College	Applied (6)						
		Pennsylvania State Univer University Park, PA Likely •	University of Rochester From Rochester, KV Rochester, KV Regular Decision Jan 5 Checklist 0/3 Doce Sent 0/4 Gate State Ratedyn, NC Regular Decision Jan 15 Checklist 3/3 Doce Downloaded 0/1	<u>.</u>						
		SUNY at Binghamton Vestal, NY		Where are you enrolling? Move your choice here.						
		Saint John Fisher College		Linversity of South Carolina Columbia, SC Early Action Oct 15 Checkli Outcome Pending Docs Se	et 0/3 nt 2/2					
		Scoir University West Chester, PA	Common App	The University of Texas at	:					
		3 Scoir	Villanova, PA * Regular Decision Jan 15 Checklet 0/6 Docs Sent 0/3 Goal + © Common App	Austin, TX Regular Decision Dec 1 Checkli Outcome Pending Docs Download	• it 0/4 id 4/4					
		University of Chicago Chicago, IL		Ø Other						
		Scoir	······	Syracuse University Syracuse, NY	:					

1. Go to your My Colleges list.

2. Navigate to your **Following** column. Click on the college you are **Applying** or have **Applied** to and move/drag it to the appropriate column.

	Following (2) Schools you like	Applying (2) Applications in Progress	Applied (1) Submitted Applications	
	Add a College	Add a College	Add a College	
	Dread University Preladedphia, PA.	Trajde University Philadelphia, PA : Regular Decision Feb 1 Tasks complete 6/3 Docs sent 0 Social West Chester University of Pennsylvan	Where are you enrolling? Move your choice here.	
View			Pennsylvania State University (Main C University Park, PA Rolling Pending	
) Suggested		Rolling Tasks complete 0/1 Docs sent 0	Tasks complete 2/3 Docs sent 0	
Ø				

Alternatively, you can click the **+Add a college** button to add a college if it is not already in your **Following** column.

3. Once you move the college to the **Applying** or **Applied** column, you will be prompted to provide additional information including application type and method. To provide application type, select the type from those available in the window. Then, click **Save**.

How are you applying? This information lets your counselor know to send your transcripts and other supporting documents.		
Туре		
Rolling		
Method		
Common Application College Website Other		
Common ID		
Enter ID		
	Cancel	Save

4. By moving this college into the **Applying** or **Applied** column, your counselor will be prompted within their Scoir accounts to send any application-related documents, including transcripts, on your behalf.