



Instructions for completing the Coalition Application when your high school is using Scoir

This guide shows students how to complete the **Official Documents** and **Early Decision** sections of the Coalition Application when their high school is using Scoir to manage all application documents.

When completing the **“High School Information”** section of your Profile, you’ll be required to enter your counselor’s contact information. In the *Counselor’s Email* field, enter **“None”**.

COALITION

Home Profile Locker Colleges Help KM

Profile

Profile 56%

GENERATE PROFILE PDF

Profile check: **Off** On

Recommended Sections

- Personal Information
- Contact Information
- Demographic Information
- Citizenship Information
- Family Information
- High School Information**
- College Information
- 12th Grade Coursework
- College Coursework
- SAT/ACT
- Additional Tests
- English Proficiency Tests
- Fee Waiver
- Honors & Distinctions
- Academic Interests
- Activities/Experience
- Coalition Essay

Optional Sections

Depending on what colleges you apply to, you may also need to complete these sections.

High School Information

Profile help

High School 1

CHANGE THIS SCHOOL

EXPAND

ADD ANOTHER HIGH SCHOOL

Graduating High School

Please select your graduating high school. *

Clear

Most recent academic year *

12th

GPA type *

Unweighted

GPA scale *

4.0

Cumulative GPA *

How is rank reported on your transcript? *

Does Not Rank

Class size *

High School Counselor

You may choose your counselor from existing contacts, invite a new contact, or fill in the fields below.

INVITE OR CHOOSE FROM EXISTING CONTACTS

Counselor's First Name * ?

<<First Name>>

Counselor's Last Name * ?

<<Last Name>>

Counselor's Email * ?

If you're a transfer student or don't have a counselor, enter "None" in this field. ✕

None

< FAMILY INFO

SAVED

COLLEGE INFORMATION >

complete

complete

Enter "None"

When completing an Application that requires transcripts, recommendations, and other documents, you'll be directed to the "Official Documents" section of your **Locker** to request these documents.



COALITION

Home ▾ Profile Locker ▾ Colleges Help ▾



Application Status

College and Deadline Information ▾

First Year Application

Progress: 98%

SUBMIT APPLICATION

GENERATE APPLICATION PDF

[Need to change your application type?](#)

Expand All ▾

Profile - Complete

GO TO PROFILE

Profile Sections Imported ▾

Program - Complete

GO TO PROGRAMS

1 of 1 programs selected ▾


Term - Complete

GO TO TERMS

Early Decision

Official Documents - Complete

GO TO OFFICIAL DOCUMENTS

- All required documents not completed within MyCoalition must be sent separately to [redacted]  ▴
- Academic Recommendations (2 required) (2 maximum) ▾
- General Recommendations (0 required) (1 maximum) ▾
- High School Counselor Recommendations (1 required) (1 maximum) ▾
- Current Transcript (1 required) (1 maximum) ▾
- Final Transcript (0 required) (1 maximum) ▾
- First Quarter Grades (0 required) (1 maximum) ▾
- Mid-Year Grades (1 required) (1 maximum) ▾

Since your counselor and teachers will be using SCOIR to send your transcripts and recommendations, enter **"none@none.none"** as the contact's email address for each **Official Document** type. This will prevent confusion and misrouting of school documents needed to complete your application.



COALITIO...

Home

Profile

Locker

Colleges

Help



KM

Official Documents

Official Documents and Recommendations

First Year Documents

Colleges often require official transcripts be delivered on your behalf from your school. These transcripts are usually sent as they become available throughout the year.

Current Transcript
You have not yet requested this document.



Request from a contact

REQUEST

Final Transcript
You have not yet requested this document.



Request from a contact

REQUEST

Choose someone from your contacts who can provide official documents (such as your Counselor). All of your official document requests will be sent to this person.

The following documents are optional or required for one or more of your applications:

- First Quarter Grades
- Mid-Year Grades

REQUEST OFFICIAL DOCUMENTS

High School Counselor Recommendations (up to 4)

Use the "Request Counselor Recommendation" to get started

+ REQUEST COUNSELOR RECOMMENDATION

Academic Recommendations (up to 4)

Use the "Request Academic Recommendation" button to get started

+ REQUEST ACADEMIC RECOMMENDATION

General Recommendations (up to 8)

First Year applicants can use General Recommendations for any additional recommendations.

Use the "Request General Recommendation" button to get started

+ REQUEST GENERAL RECOMMENDATION

First Year Documents

Choose an existing contact, or invite a new contact by email address. * ?

CONTINUE

First Year Documents

First Name *

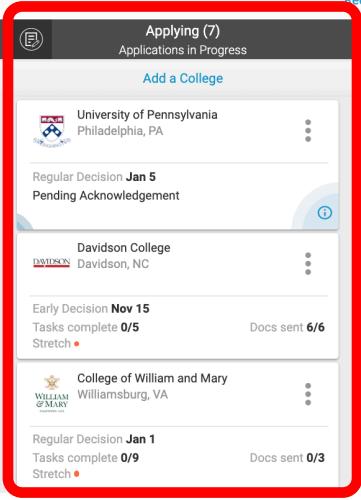
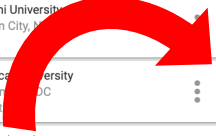
Last Name *

GO BACK CONTINUE

Login to Scoir, go to **My Colleges** and be sure to add your Coalition App colleges to the **Applying** section. This will ensure your counselor knows what documents need to be sent to which colleges by which date.



Suggested (5) Schools you may like	Following (16) Schools you like	Applying (7) Applications in Progress	Applied (3) Submitted Applications
<p>Arcadia University Glenside, PA</p> <p>Avg SAT 1170 Avg ACT 25 Accept. Rate 62%</p> <p>Suggested by Dad McConahy</p>	<p>Adelphi University Garden City, NY</p> <p>American University Washington, DC</p> <p>Elon University Elon, NC</p> <p>Fayetteville State University Fayetteville, NC</p> <p>Goucher College Baltimore, MD</p> <p>High Point University High Point, NC</p>	<p>University of Pennsylvania Philadelphia, PA</p> <p>Regular Decision Jan 5 Pending Acknowledgement</p> <p>Davidson College Davidson, NC</p> <p>Early Decision Nov 15 Tasks complete 0/5 Docs sent 6/6</p> <p>College of William and Mary Williamsburg, VA</p> <p>Regular Decision Jan 1 Tasks complete 0/9 Docs sent 0/3</p>	<p>Where are you enrolling? Drop your choice here.</p> <p>Duke University Durham, NC</p> <p>Regular Decision Jan 2 Tasks complete 0/6</p> <p>Bucknell University Lewisburg, PA</p> <p>Regular Decision Jan 15 Tasks complete 4/6</p>



Not interested View (6)

While on the **My Colleges** page, click **Request Recommendations** and enter the name of your teacher(s) from whom you are requesting a letter of recommendation.

Request Recommendation

Teacher *

Type in teacher's name and select from list

Subject *

Request for Recommendation

Message *

Include personal note to your teacher

Cancel Send

Request Recommendation

Applied (3)

Submitted Applications

Are you enrolling?
Drop your choice here.

Duke University
Durham, NC

Regular Decision **Jan 2** Pending
Tasks complete 0/6 Docs sent 0/5
Stretch

Bucknell University
Lewisburg, PA

Regular Decision **Jan 15** Accepted
Tasks complete 4/6 Docs sent 0/4
Stretch



Early Decision Applications

If you're applying Early Decision to a college, the Coalition App will instruct you to print out, sign, and upload an **Early Decision Agreement**. However, since your high school is sending documents via Scoir, you should print this ED Agreement, sign and have a parent/ guardian sign, then deliver to your counseling office so they upload it into Scoir and send it along with all other application-related documents.

Uploads

[View Application Status](#)

Early Decision Agreement

Please print out the [Coalition Early Decision Agreement](#) and sign it, along with signatures from your parent/guardian and your guidance counselor. Once you have all three signatures, upload the signed agreement here.

**Sign & give to your counselor
for upload into Scoir**

Attach a document ?

ATTACH FROM YOUR LOCKER OR DEVICE

CONGRATULATIONS!

You're now able to complete and submit your Coalition Application without causing confusion for your counselors and teachers.

Have any questions or concerns?
Drop us a note and we'll get back to you ASAP!

SCOIR

support@scoir.com