DEMO HIGH SCHOOL

123 Main Street, Anywhere USA 99999

Dear <<Faculty>>:

The counseling department is pleased to announce that we are introducing a new college planning system called SCOIR. While SCOIR is ideally suited to help our students discover colleges that match their personal as well as academic interests, it will also streamline related administrative process such as providing letters of recommendation.

Students will soon gain access to SCOIR to begin their college selection and application process. When a student requests a letter of recommendation for their college applications, you will receive an email notification with a link to SCOIR. When responding to your first request, you will be prompted to create a password that you will use for subsequent logins. To provide a letter of recommendation, you may either type the letter directly into SCOIR or upload a letter in PDF format. Your letter will then be available for the counseling department to send electronically with the student’s other application materials.

We are excited to be able to provide SCOIR to our students and families, and we feel confident that you will find it helpful and easy to use. Before you get started, please take a watch the brief video below to help you become familiar with how to use SCOIR.

*[video]* Teacher Overview

<https://scoir.zendesk.com/hc/en-us/articles/230424167--Video-How-to-Provide-Recommendations-for-Students>