



How to Use SCOFile

A Quick Guide for Counselors

SCOFile is a free tool for high schools to create and maintain a digital school profile. If you're using it for the first time, here's the basic process.

1. Find Your School

Go to **SCOFile.com** and search for your high school.

You may find an **Unclaimed SCOFile** that was created using information from your school's publicly available profile. If so, claim that profile rather than creating a new one.

If your school isn't there, you can start a new SCOFile.

2. Review What's Already There

If you're claiming an existing SCOFile, some of the work may already be done.

Start by reviewing the information for accuracy. Correct anything that's outdated and fill in gaps where you can.

You don't have to complete everything at once. Save your work and come back to it as needed.

3. Work Through the Sections

SCOFile organizes the information typically found in a school profile, including:

- School and community information
- Enrollment and class size
- Curriculum and academic programs
- AP, IB, dual enrollment, and honors offerings
- Grading, GPA, and class rank
- Standardized testing
- Postsecondary outcomes
- Additional school context

If something doesn't apply to your school, don't force it. The goal is to give colleges an accurate picture of the opportunities and academic environment your students experience.



4. Think Like an Admission Reader

When reviewing your SCOFfile, imagine you know nothing about your school.

Can you quickly understand:

- What academic opportunities are available?
- What does a student's GPA mean at your school?
- How does course rigor work?
- Does the school rank students?
- Are there opportunities or limitations that affect students' choices?
- Is there anything important a college might otherwise misunderstand?

Those are the kinds of details worth making clear.

5. Use It Alongside Your Existing Profile

If you already have a PDF school profile you like, **you don't have to replace it.**

You can continue using your existing profile while maintaining a SCOFfile as a digital version of your school context. If your SCOFfile was created from that PDF, claiming it may simply mean checking the information, filling in a few gaps, and keeping it current.

A Few Practical Tips

Start with what you know. Don't let one missing data point keep you from completing the rest.

Be clear rather than promotional. A school profile is most useful when it helps a reader understand the school, not when it reads like a brochure.

Explain unusual policies or limitations. If something could affect how a college interprets a student's record, give it context.

Review it annually. Enrollment, course offerings, grading policies, and outcomes change. A quick review at the beginning of each application cycle can keep the information useful.

SCOFfile.com