

## How to request transcripts in Xello

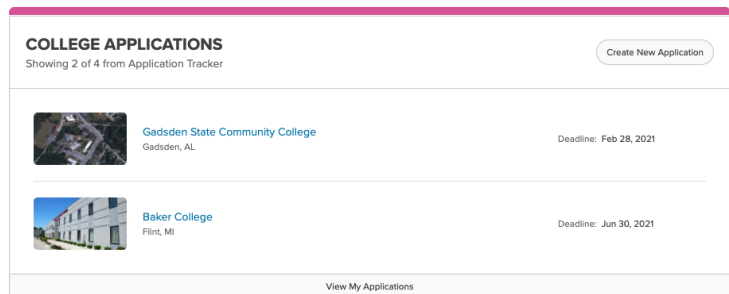
### 1 Choose your request method

If you are not using Common App to apply to a college, you can request your transcript in **Xello**. First, make sure your high school is set up with Xello's Transcript feature.

If your high school does not have this feature, talk to your school counselor. They will tell you the best way to send your transcript to colleges.

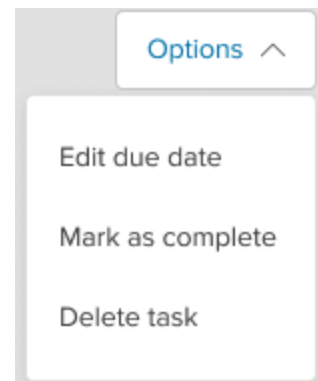
### 2 Select your college

- From your dashboard, under Goals and Plans, click **College Planning**.
- Under **College Applications**, select the college you'd like to send your transcript to or click **View my applications** to see the full list. If you don't have an application for that college yet, click **Create new application**.
- Follow the steps and select an application method and admission type.



### 3 Edit due date

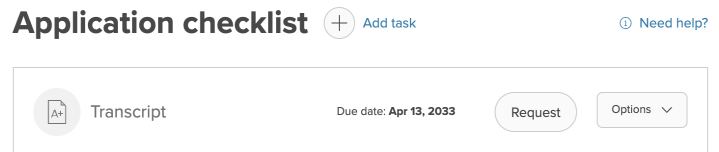
- Under the college's **Application checklist**, you will find transcripts listed.
- Next to the Request button, select the **Options** menu.
- Select **Edit due date** from the list.
- Enter the date you need to send your transcript by. It's a good idea to set a due date that occurs before the



application deadline. This will help ensure your high school sends it on time.

## 4 Send your transcript request

- To send your transcript request, click the **Request** button.
- A success banner at the top of the screen will let you know your transcript request has been sent to your high school. Your high school will send your transcript to the college on your behalf.



## 5 Track your transcript status

Once your request has been sent, you will see a status update letting you know your high school is processing your transcript.

You should check the status updates regularly. You'll be able to see:

- when your high school sends your transcript
- when the college receives it
- if your transcript was not sent on time
- if you sent a new transcript request

## 6 Mark as complete

When the college has confirmed receipt of your transcript, it's a good idea to check it off your list.

- Under the **Options** menu, select **Mark as complete** from the list. This will let you know you have one less task to do and help you stay organized!