xello
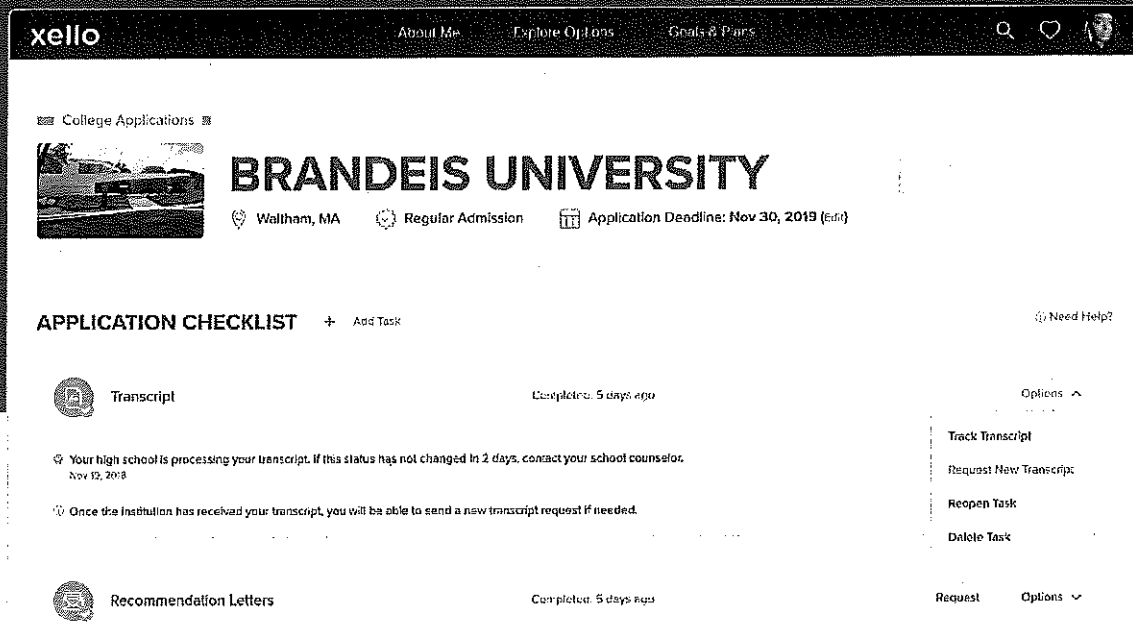
How Students Request Transcripts

Use Xello to request that your high school send a transcript on your behalf to the colleges of your choice, and then track the progress of your requests.

① Access the College Planning Tools

To begin with, go to **College Planning** from the **Goals & Plans** link in the top menu or on the **Dashboard**.

This page is a central hub to view all the applications you're tracking, and local scholarships available. Or check out the Knowledge Hub with topics to help you plan for college.

② Create an Application to Track

Click **Create Your First Application** to choose the college you want to track your application with.

◈ If this isn't your first one, this page will be a list of your previous applications.

Use the search bar to enter the school name and click **Select**, then click **Next**.

On the next page, add details such as your application **Admission Type** and **Deadline**. Then click **Create** to begin tracking your application for this college.

③ Send a Transcript

In the application tracker for the college, you'll see the **Applications Checklist**. Use this checklist to track the things you need to complete for the application.

From the list, where it says **Transcript**, click **Request** to request your high school send your transcript to the school.

◈ If you don't see **Transcript** listed under the requirements, this college may not require it. You can still make a request by clicking **Add Task** and selecting **Transcript**.

④ View the Progress

View the status of your sent **Transcript** by opening the **Application Tracker** of the college you want to view.

From under **Application Checklist**, click the drop-down next to **Transcript** and select **Track Transcript**.

View the chronological updates of your transcript request.

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