Requesting a Transcript on Xello

*Use these steps if you are using the Direct Application Method to the Institution

- 1. From the dashboard, under Quick links, click College Planning
- 2. Under **College Applications**, Click **Create New Application** or select a college you have already saved.

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- Search for your Institution or NCAA and click Select and Next
- 3. Add Details
 - Application Method (Direct Application or Common app *see below)

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- Admission Type (Regular Decision)
- Application Deadline (Put in today's date)
- Click Create
- 4. Under Application Checklist on the Transcript line click Request

	Home About Me Explore Plans		
College Applications JOHNSC COLLEG Overland Park, KS	ON COUNTY COM GE	IMUNITY	
Method Desct Application	Vise Tooling Admission	Deadhos Aug 31, 2023	
Application tasks Wou may need to add more tasks to this application checklist. Che Got It!	suck the college website to make sure you have the complete list of requ	ured tasks.	
Application checklist 🕀 Add lawk			3) Need help?
Transcript	Due date: Aug 31, 2023	Request	tions ~
No longer interested in applying to this institution? Delete application		$\widehat{1}$	

Using the Common App to apply?

*Use these steps if you are using the Common App Application Method to the Institution

- 1. Follow Same Steps 1 & 2 as above
- 2. Click on View My Applications
- 3. Click on Connect to Common App
 - Create your common app account if you need to
- 4. Click Connect your Comon App to your Xello Account
- 5. Click on one of your saved Institutions that now is connected to Common App
- 6. Assign this to your Counselor so they can send your transcript.
 - Mrs. Schmale last names A-C
 - Mrs. Eilert last names D- Hn
 - Mrs. Lavender last names Ho- Mh
 - Mrs. Book last names Mi-Sh
 - Mr. Greene last names Si-Z
- 7. If your Institution needs a teacher recommendation, assign a teacher. Please also email them asking them to write you a recommendation at least 2 weeks ahead of time!