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.
   - Search for your Institution or NCAA and click Select and Next
3. Add Details
   - Application Method (Direct Application or Common app *see below)
   - Admission Type (Regular Decision)
   - Application Deadline (Put in today’s date)
   - Click Create
4. Under Application Checklist on the Transcript line click Request

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!