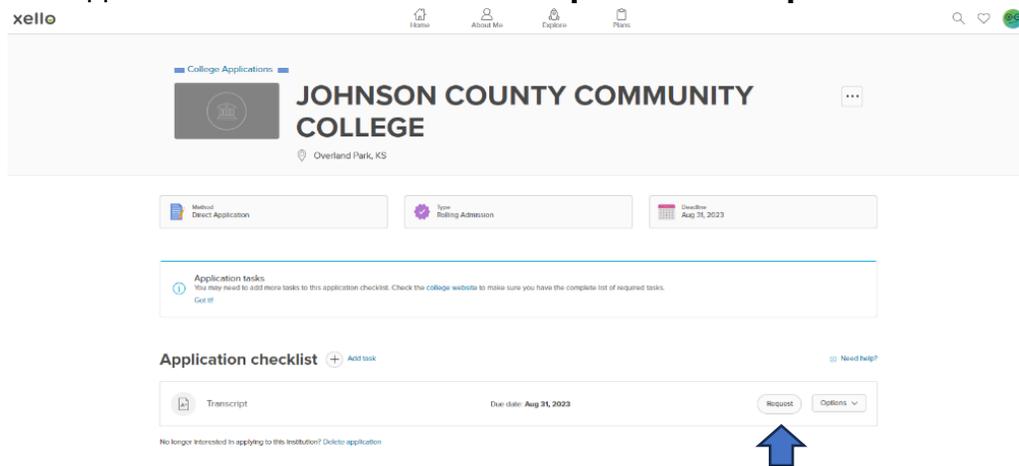


Requesting a Transcript on Xello

*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!