

Requesting an INITIAL Transcript On Xello

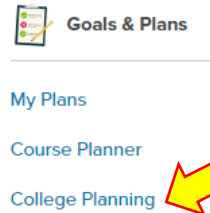
1. Go to your Class Link



2. Click on Xello and Login

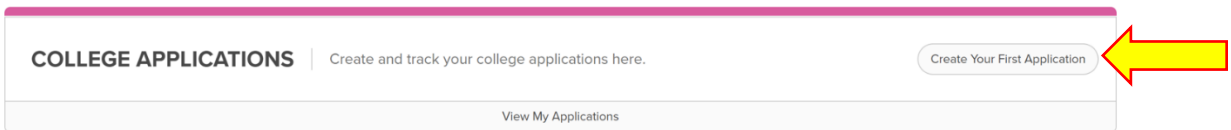


3. On the right hand side under "Goals & Plans", click on "College Planning"



4. Click on "Create Your First Application"

a. If you have already sent another Transcript, it will say "Create New Application"



5. Type in the school you want your transcript to be sent to

SELECT INSTITUTION

11 Institutions Found



Select

6. Click "Select"

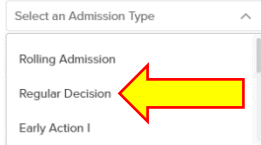
7. Click "Next" at the bottom of the page



8. Choose your Admission Type

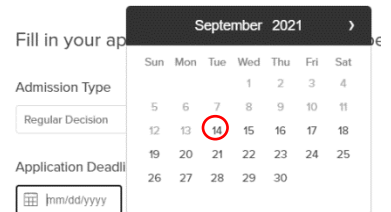
a. Most are Regular Decision

Admission Type



9. Choose an Application Deadline

a. Choose the next day! It will be the first day you can choose.



10. Select "Create" at the bottom



11. Click on "Request" next to Transcript

APPLICATION CHECKLIST + Add Task

Need Help?



Requesting an a SECOND/FINAL Transcript On Xello

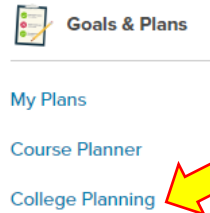
1. Go to your Class Link



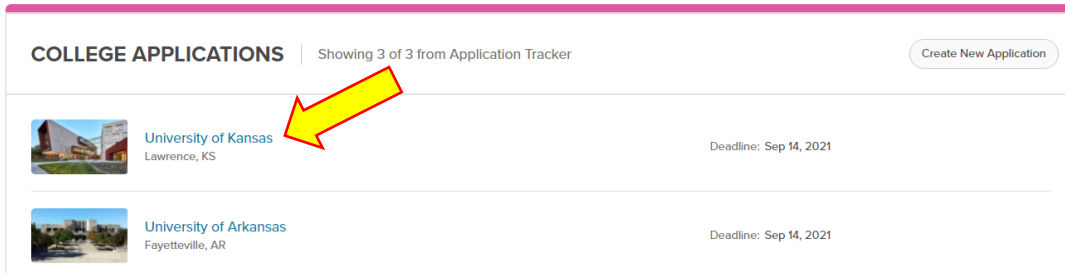
2. Click on Xello and Login



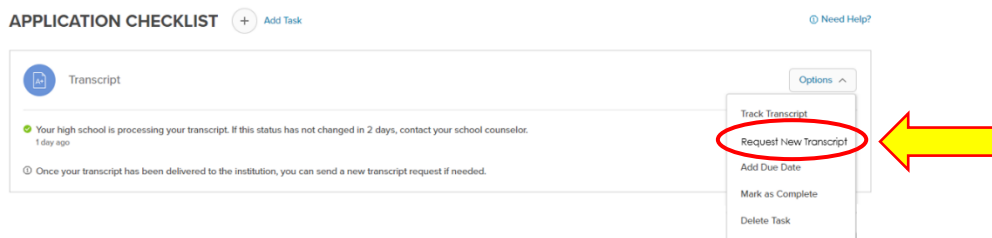
3. On the right hand side under "Goals & Plans", click on "College Planning"



4. Under "College Applications" click on the school you want to send ANOTHER/FINAL transcript to.



5. Click the "Options" Dropdown menu on the right under "Transcript" and choose "Request a New Transcript"



6. If you need to send an additional or final transcript to multiple schools, this process will need to be repeated for each school