

Transcript Requests for Juniors and Seniors

1. On your Xello homepage, select “College Planning”

Hey **Alicia!**

80% Core Lessons Grade 12

Career Backup Plans
Get Started

M Matchmaker

About Me
Matchmaker ✓
Personality Style ✓
Mission Complete ✓
Learning Style ✓
Skills Lab ✓

Explore Options
Careers
Schools
Majors
Saved Options

Goals & Plans
My Plans
Course Planner
College Planning

Assignments
You're off the hook! Nothing to see here yet.

2. If this is your first time sending a transcript to a school, select “Create New Application”.
If this is a second request, select the school you are wanting to send an additional transcript to (skip to step 7 for a second request).

COLLEGE PLANNING

COLLEGE APPLICATIONS | Showing 1 of 5 from Application Tracker Create New Application

 [University of Arkansas](#)
Fayetteville, AR Deadline: Nov 1, 2022

[View My Applications](#)

3. If this is your first time sending a transcript to a school, search for the school that you want to send your transcript to and click “Select”

SELECT INSTITUTION

1 Institution Found

 **Wichita State University**
Wichita, KS Select

4. Select "Next"

SELECT INSTITUTION

Search: wichita state

1 Institution Found

Wichita State University
Wichita, KS [Remove](#)

[Next](#)

5. Three steps on this screen: 1. Choose your Admission type, most of these will be "Regular Admission" 2. Choose Application Deadline and 3. Select "Create"

ADD DETAILS

Wichita State University
Wichita, KS

Fill in your application details in the fields below:

Admission Type
Regular Admission

Application Deadline
10/01/2019

Ready to create a new college application?

[Create](#)

6. Select "Request" on the Transcript section. All done!

College Applications

WICHITA STATE UNIVERSITY
Wichita, KS Regular Decision Application Deadline: **Nov 1, 2022** (Edit)

Getting Started
Below you will find a list of suggested tasks to help you complete your application. Check the college website regularly to stay on track. [Got It](#)

APPLICATION CHECKLIST [+ Add Task](#) [Need help?](#)

Transcript [Request](#) [Options](#)

7. To track that a school has received your transcript or send an updated transcript, select the “Options” drop down menu in the “Transcript” section. You will also be able to “Request New Transcript” from here. New transcripts are often sent after completion of 1st semester in your senior year and after graduation.

The screenshot displays the University of Arkansas College Applications portal. At the top, it shows the university name, location (Fayetteville, AR), decision type (Regular Decision), and application deadline (Nov 1, 2022). Below this is a 'Getting Started' section with a list of suggested tasks. The main area is the 'APPLICATION CHECKLIST', which includes a '+ Add Task' button and a 'Need help?' link. The checklist items are: 'Transcript' (with an 'Options' dropdown menu highlighted by a red arrow), 'Personal Essay', 'ACT/SAT Exam Score' (marked as 'Completed: Today'), and 'Scholarship Deadline 11/15/2022' (with a 'Due Date: Nov 15, 2022').

College Applications

UNIVERSITY OF ARKANSAS

Fayetteville, AR Regular Decision Application Deadline: **Nov 1, 2022** (Edit)

Getting Started
Below you will find a list of suggested tasks to help you complete your application. Check the college website regularly to stay on track. [Got It](#)

APPLICATION CHECKLIST + Add Task [Need help?](#)

Transcript Options ^

- Track Transcript
- Request New Transcript
- Add Due Date
- Mark as Complete
- Delete Task

Personal Essay

ACT/SAT Exam Score Completed: Today Options v

Scholarship Deadline 11/15/2022 Due Date: **Nov 15, 2022** Options v