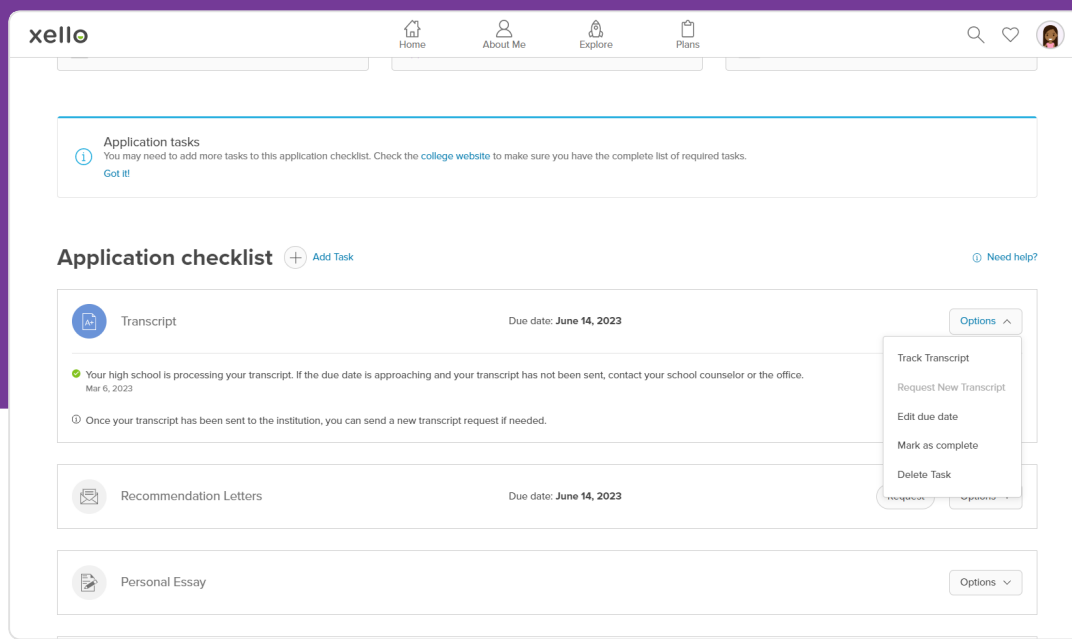


How to request a transcript

Use this quick guide to learn how to request and then track a transcript in Xello. Once you make the request, your high school will send your transcript to the colleges of your choice.



1 Access college planning tools


From the top of the page, click **Plans**, then click **College Planning**.

This page shows all the applications you're tracking, along with local scholarships. Or, see the Knowledge Hub for college planning topics.

2 Create an application to track

Begin by creating an application to track in Xello. This is where you'll make your requests for transcripts and recommendation letters. You'll also use this application tracker to view the progress of your requests.


Click **Create Your First Application** to choose the college you want to begin tracking. Use the search bar to find a school or pick one of your saved ones. Once you've picked a school, add details such as your application admission method, type, and deadline.

 **Tip:** The deadline will be reported to Xello by the college. But it's always a good idea to check the college's official website for any recent changes.

3 Send a transcript

Once you've created the tracker for the college, you'll see the **Application checklist** for that school. Use the checklist to stay on top of your tasks to complete for the application.

Next to **Transcript**, click **Request**. This will send a request to a counselor or admin in charge of transcripts at your school who will send yours to the college. You'll see a notification in the Transcript box letting you know the request was sent.

 **Tip:** if you don't see **Transcript** listed under the requirements, this college may not require it. You can still make a request by clicking **Add Task** and selecting **Transcript**.

4 View progress

Check in on the progress of your transcript request to see updates on when your school processed it, sent it, and at what stage it is with the college.

View the status by opening the college application tracker you created. Next to **Transcript**, click its dropdown and select **Track Transcript**. Here you can view all updates of your transcript requests.