

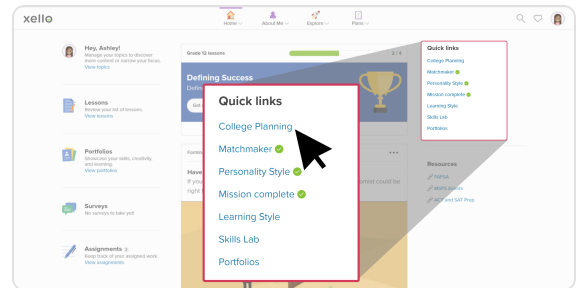
How to request a transcript

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

Under **Quick links**, click **College Planning**.

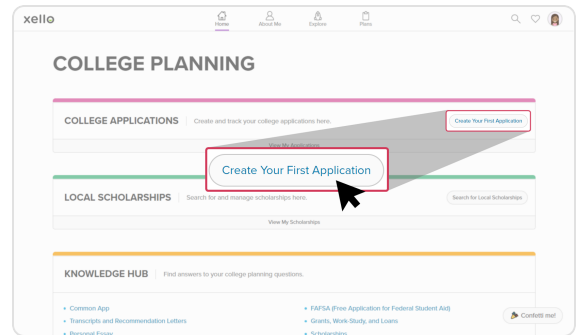
This page shows all the applications you're tracking. You can also view local scholarships and the **Knowledge Hub** for college planning topics.



2 Create an application to track

Begin by creating an application to track in Xello. This is where you'll request, and track the progress of transcripts and recommendation letters.

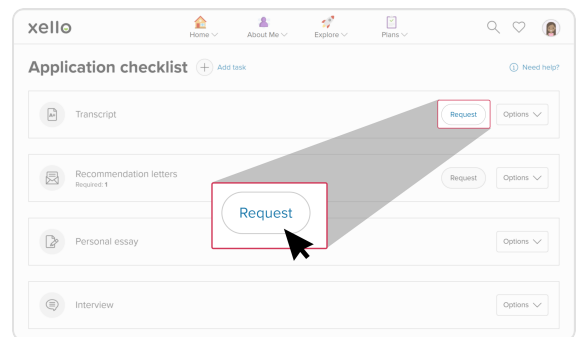
Click **Create your first application** to choose the college you want to begin tracking. Use the search bar to find a school or pick one of your saved ones. Then, add details such as your application admission method, type, and deadline.



3 Send a transcript

Once you've created the tracker for the college, use the **Application 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.



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.

