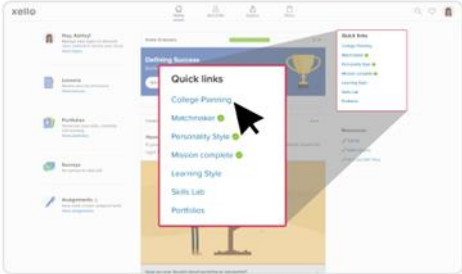
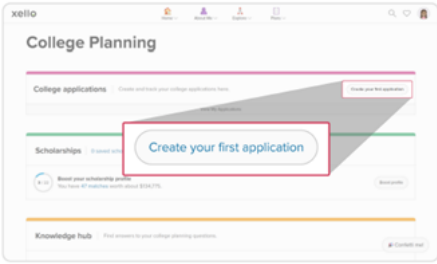
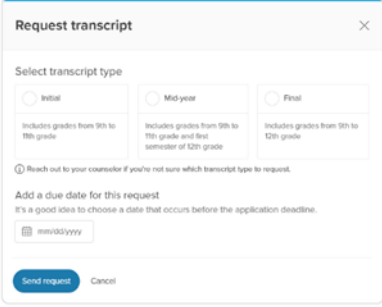
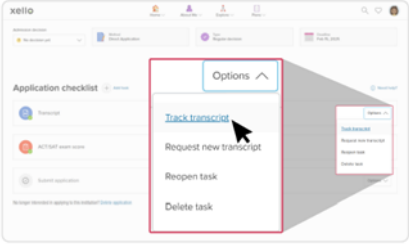


How to request a transcript

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.

	<p>1. Access College Planning tools</p> <ul style="list-style-type: none"> • Under Quick Links click College Planning • This page shows all the applications you're tracking.
	<p>2. For an initial request, create an application to track.</p> <ul style="list-style-type: none"> • Begin by creating an application to track in Xello. This is where you'll request and track the progress of transcripts. • 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 you have saved. Click Next. • Select Application Method- Direct Application *see below if applying through Common App • Application type – Rolling Admission • Application Deadline – tomorrow's date <p>*For a second request, click on your college saved under college application. Use Options pull down menu if your request transcript button is not active.</p>
	<p>3. Send a transcript</p> <ul style="list-style-type: none"> • Next to transcript, click Request. • You'll then need to choose a transcript type. • Select Initial – if you are requesting Senior year 1st semester or before • Select Mid-year- if you are requesting Senior year after 1st semester grades are posted. • Select Final- if you want your final transcript with all high school grades sent to the college.
	<p>4. View Progress</p> <ul style="list-style-type: none"> • To check 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.

USING COMMON APP: If you plan to use Common App instead of applying directly through the University Website, select **Application Method:** Common App and please see the [Common App Guide](#). Unless your university requires use of Common App, most students use direct application.