xello

How Students Request Transcripts

Use Xello to request that your high school send a transcript on your behalf to the colleges of your choice, and then track the progress of your requests.

xello	About Me Explore Opt	ons Goals & Plans	۹ 🗘 🚯
Institution	Wh	are's My Transcript?	All Requests 🗸
Miami University Oxford, OH	You Too	r high school is processing your transcript. ay	^
You made a transcript request to your high school. Today	Your high school is processing your trans Today	ripet. ① Receiving institution has not yet opened	I your transcript.
University Of Chicago Chicago, IL	You Too	r high school is processing your transcript. ay	~
University Of Michigan Ann Arbor, M	You Too	r high school is processing your transcript.	~

1 Access the Transcript Tool

To begin, access the **Transcript** tool from the **Goals & Plans** link in the top menu or on the dashboard.

2 Select a School

The first page will be your list of **Saved Schools**.

If you don't have any schools saved, use the Search to find the school of your choice.

Once you've selected the schools you wish to send a transcript to, they will show in the carousel at the bottom of the screen for quick and easy access.

This is where the schools are saved if you leave before confirming your choices, so you can easily return and finish later.

Once you've made your choices, click Next.

Review and Send

From your list of selected schools, review your choices and make any changes to your list as necessary.

Once you're happy with your decisions, click **Send** to request your high school send the transcript to the schools.

4 View the Progress

View your sent transcripts by clicking **Track My Requests**.

Later, you can check the progress again by going to your Dashboard and clicking **Transcripts**.

Click on the line of the transcript you'd like to view a progress bar will show you the latest updates.