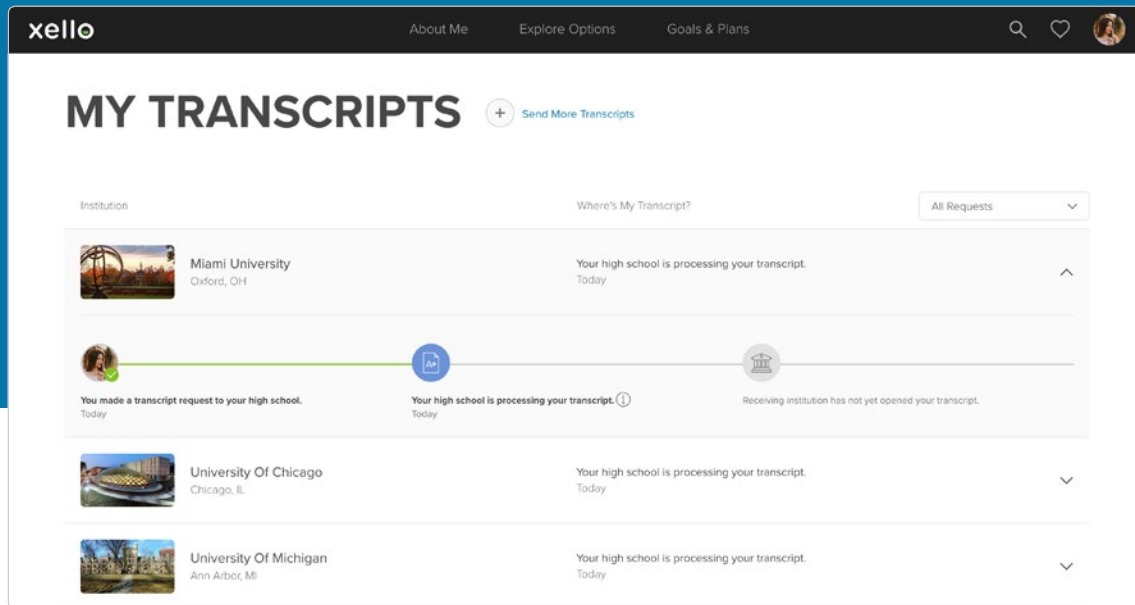


# How Students Request Transcripts

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.



## 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**.

## 3 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.