# 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 Options Goals & Plans	۹ 🗘 🔇
■ College Applications ■   BRANDEIS UNIVERSITY		
APPLICATION CHECKLIST +	Add Task	① Need Help?
Transcript	Completed: 5 days ago	Options へ
Nov 19, 2018	s status has not changed in 2 days, contact your school counselor. su will be able to send a new transcript request if needed.	Track Transcript Request New Transcript Reopen Task Delete Task
Recommendation Letters	Completed: 5 days ago	Request Options ~

## 1 Access the College Planning Tools

To begin with, go to **College Planning** from the **Goals** & **Plans** link in the top menu or on the **Dashboard**.

This page is a central hub to view all the applications you're tracking, and local scholarships available. Or check out the Knowledge Hub with topics to help you plan for college.

#### 2 Create an Application to Track

Click **Create Your First Application** to choose the college you want to track your application with.

If this isn't your first one, this page will be a list of your previous applications.

Use the search bar to enter the school name and click **Select**, then click **Next**.

On the next page, add details such as your application **Admission Type** and **Deadline**. Then click **Create** to begin tracking your application for this college.

## 3 Send a Transcript

In the application tracker for the college, you'll see the **Applications Checklist**. Use this checklist to track the things you need to complete for the application.

From the list, where it says **Transcript**, click **Request** to request your high school send your transcript to the school.

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.

#### View the Progress

View the status of your sent **Transcript** by opening the **Application Tracker** of the college you want to view.

From under **Application Checklist**, click the drop-down next to **Transcript** and select **Track Transcript**.

View the chronological updates of your transcript request.