

## Transcript and Recommendation Letter Requests 2021-22

### For Common App Schools:

Before students begin working with Common App in Xello, we recommend they first sign in to Common App and complete the following tasks to sign the FERPA Authorization releases:

1. In the **My Colleges** tab, add the colleges they plan to apply to.
2. Go to the **Recommenders and FERPA** section in any of their selected colleges.
3. Sign their **FERPA Authorization Release**.
4. They'll go to the **My Colleges** section of their Common App account and complete the **Questions** asking their **preferred start term** and **admission plan**.

Once they've signed the **FERPA Authorization Release**, students can connect their Xello account to Common App by completing the following steps:

1. From their Student Dashboard, under **Goals & Plans**, students click **College Planning**.
2. They click **View My Applications** to see their full list of colleges they're tracking.
3. At the top of the page, in the banner with the Common App logo, the student clicks **Connect**.
  - a. A pop-up will inform them they may need to redo tasks they've previously completed. This could include assigning a counselor or requesting a Teacher Evaluation.
  - b. The Common App login page opens.
4. The student signs in to Common App (or creates a new account if they haven't yet).
  - a. Once they've successfully logged into Common App, they're redirected back to the page they left in Xello.
  - b. The banner at the top of the page now states the accounts are connected.

**Requesting Counselor Forms (which includes your Transcripts) for Common App Schools:** Students use Xello to request their necessary application forms be sent. Necessary forms can include transcripts. How students request Counselor Forms for Common App colleges:

1. From their Student Dashboard, under **Goals & Plans**, students click **College Planning**.
2. They click **View My Applications** to see the full list of colleges they're tracking.
3. They click on a college with the Common App logo to open a brief profile of that college.
4. Next to **Counselor Forms**, they click **Assign Counselor** to open the list of counselors at their school.
  - a. They choose their counselor and click **Select**. (Kelly Cawthorn A-Ek, Shelby Wright EI-K, Toni Batiste L-Rh, and Melissa Hickman Ri-Z)
    - i. They have the option to deselect and **Remove** that counselor to select another.
  - b. The student clicks **Send** and is returned to the college page.
    - i. A banner at the top of the page indicates success.
5. Counselors will send a copy of student transcripts with the counselor forms, but students must go to the Registrar's office in the counseling center to pay \$2 for each transcript. Transcripts will not be sent if payment is not received by the registrar.

**Requesting Recommendation Letters for Common App Schools:** Students use Xello to request Teacher Evaluations for Common App colleges. It is highly recommended that students speak to teachers in person to ask for recommendations prior to requesting them in Xello. Teachers only need to fill this out once for it to be sent to every Common App college the student has saved. Make sure the letter is specific to the student's accomplishments and not to the institution. The **option to request** teacher evaluations through Xello will **only be provided if the institution requires the recommendation letters**. If the letter is not required by the institution, students can request the letters directly through Common App, not Xello. How students request Teacher Evaluations in Xello:

1. They navigate to the college they want a Teacher Evaluation sent.
  - a. For a reminder, follow steps 1 through 3 above.
2. Next to Teacher Evaluations, click Request to open the list of every educator at their school in Xello.
3. They choose the referrer they'd like and click Select to begin filling out the Teacher Evaluation request.
4. Once finished, they click Send and are returned to the college page.
  - a. A banner at the top of the page indicates success.

### **For Non-Common App Schools:**

The first thing a student must do to track their tasks, view their deadlines, request transcripts and recommendation letters be sent, is build an application tracker and add each institution they're applying to.

How students create a College Applications tracker:

1. From their Student Dashboard, under **Goals & Plans**, students click **College Planning**.
2. Under **College Applications**, they click **Create Your First Application**.
3. They search for the institution and click **Select**, then **Next** to add details.
4. They enter their admission type and the application deadline.
5. To finish building the application tracker they click **Create**.
  - a. The next page is the profile of the application, which includes the deadline and application checklist.

**Requesting Transcripts for Non-Common App Schools:** Once a student adds institutions to their application tracker, they have the option to request a transcript be sent to the institution(s) of their choice. Some schools like Texas Tech and Texas A&M require students outside the top 10% to self report information (SRAR), so there is no need to send a transcript. Many institutions like University of Texas allow students to upload transcripts directly to their student application portals themselves. We recommend this method as it is the most efficient method to ensure that your transcript is directly posted to your application. For all other institutions that don't allow for either of these methods, transcripts will be mailed to your institution via US mail. Students should research the best way to submit required transcripts prior to requesting. Students can request these transcripts by following these steps:

1. From their Student Dashboard, under **Goals & Plans**, students click **College Planning**.
2. Under **College Applications**, they select the institution to which they'd like their transcript sent.
3. Under the **Application Checklist** they find **Transcript**.
4. To the right, they click **Request**.
  - a. A banner at the top of the screen will indicate the request was sent.
5. Go to the Registrar's office in the counseling center to pay \$2 per transcript request. Transcripts will not be sent if payment is not received by the registrar.

**Requesting Recommendation Letters for Non-Common App Schools such as ApplyTexas:** If you did not use Common App for some specific institutions, all those letters (required and optional) must be requested through the institution's application portal. At this time, letters of recommendation will not be processed through Xello. Any recommendation letters uploaded to Xello will not be linked to your application. Keep in mind, public Texas institutions, like Texas A&M and UT (and many other large public institutions), do not require letters of recommendation. If students wish to send optional letters, the only way is to request and upload them through the student application portal for each institution. For example, through the Texas A&M AIS portal (Howdy Portal) and the UT MyStatus Document Upload System, students have the ability to send a link to their recommenders. Letters may be uploaded by the recommenders via the link they receive or students may also have the option to upload them into the portal themselves for some institutions. Students should research the preferred method of submission for the institution for which they are applying. It is highly recommended that students speak to teachers in person to ask for recommendations prior to requesting them through the portal.