

# Request Your Transcript to Be Sent Through Xello

The Xello logo is displayed in white lowercase letters on a green rectangular background.

Xello is an online program that helps anyone, anywhere in the world create a successful future through self-knowledge, exploration, and planning.

## Sending Transcripts

When a student applies for admissions to a college, the college will require an official transcript be sent from the high school. Students will communicate with Mrs. Johnson to request transcripts through Xello. They file a request in Xello and she releases the transcript electronically.

## How Do Students Log In to Xello?

Students can log in through Clever.

[www.ludlow.kyschools.us](http://www.ludlow.kyschools.us) > Click **Students** > Click **Clever Login** > Click **Log in with Google**

On the Clever page, click the Xello icon

A small green square icon with the word "xello" in white lowercase letters.

## I'm in Xello, Now How Do I Request My Transcript to be Sent?

- > From the Student Dashboard, under **Goals & Plans**, click **College Planning**.
- > Under **College Applications**, select the college(s) to which you would like your transcript sent. (Unless you know otherwise, just select "Regular Admission" for the Admission Type and set the Deadline for May 1)
- > Under the **Application Checklist**, find **Transcript** > to the right, click **Request**.
- > A banner at the top of the screen will indicate the request was sent.
- > Mrs. Johnson will then log in to her account and release the transcript to the college. You can always log back in and see when it was released.

## Contact Mrs. Johnson with any questions or concerns!

Pam Johnson

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