

Xello Transcript Request Instructions for

Applying to College

1. Finish and submit your college application through your preferred online portal.
2. Click on your [class link](#) portal and then click on [Xello](#).
3. Click on [College Planning](#) and then [Create New Application](#).
4. Find your College or University and then click [Select](#), and then [Next](#) at the bottom of the screen.
5. Choose your admission type, enter the date of your deadline and click [Create](#).
6. Under Application Checklist click [Request a Transcript](#).

Congratulations!

You are all done requesting a transcript be sent to your college!