

# Hey Seniors!


Deadline  
5/31

Say hello to your future with a FINAL OFFICIAL Transcript from Xello!

## 1 Login to **xello**.

You can also access Xello from ClassLink.

## 2 Click on **College Planning** under the **Quick Links** on the **Home** page.

You can return to the Home page by clicking on the **Home**  button at the top.

## 3 Click on **Create Your First Application**.

## 4 Use the **search bar** to find a school or **select one** you have saved.

## 5 Under the **Add Details** section:

You **MUST** select the following options regardless of whether you applied on another platform. This will not **affect** your college application status.

- **Application Method = Other**
- **Admission Type = Regular Decision**
- **Application Deadline = 7/1/2024**

Click on the **Create** button.

## 6 Click on the **Request** next to **Transcript** under the **Application Checklist**

If **Transcript** is not listed, click the **+** next to **Add task**. Select **Transcript** from the dropdown.

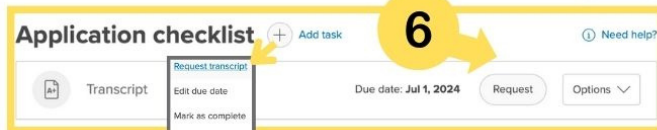
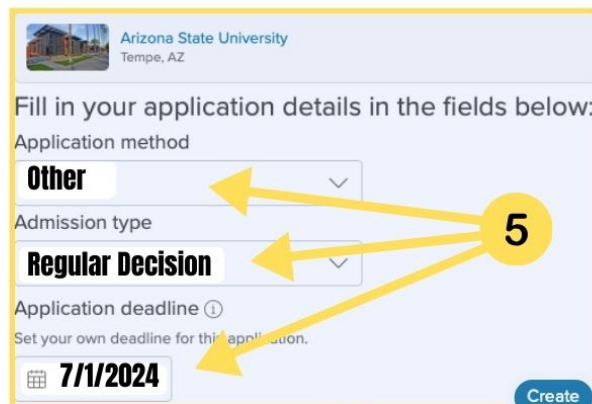
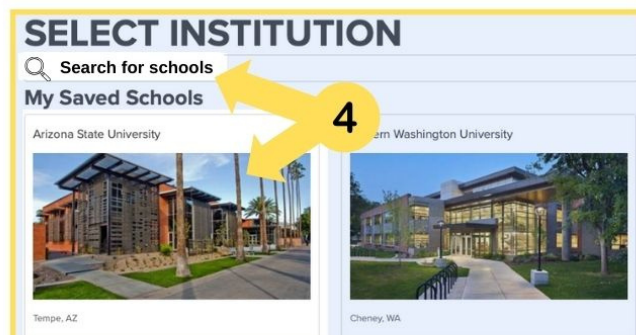
For example, you must add a **task** if you are requesting a transcript for the University of Washington.

Scan the QR Code

OR

Go to: <https://bit.ly/xello-lwsd>

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**IMPORTANT - Final Transcripts will be sent by June 30th. Please DO NOT contact your counselor about your final transcript status before 7/15.**