Hey Seniors!

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

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xello

You can also access Xello from ClassLink.

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

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



Click on Create Your First Application.



Under the Add Details section:

COLLEGE APPLICATIONS Create and track your college applications here

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 = 7/1/2025 Click on the Create button.

Arizona State University Tempe, AZ
Fill in your application details in the fields below: Application method
Other
Admission type
5
Regular Decision
Application deadline ①
Set your own deadline for the annucation.
The T/1/2025
Create



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.



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





Create

Select **Final** for transcript type. Click **Send** request

elect transcript type		
Initial	Mid-year	Final
Includes grades from 9th to 11th grade	Includes grades from 9th to 11th grade and first semester of 12th grade	Includes grades from 9th to 12th grade
) Reach out to you unselor	if you're not sure which transcript type	to request.



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