



xello

Hey Seniors!


Deadline
5/31

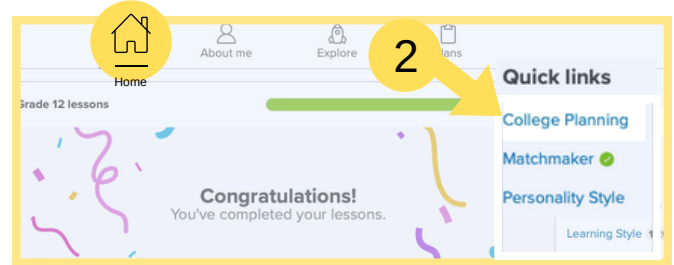
Say hello to your future with a FINAL OFFICIAL Transcript from Xello!

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

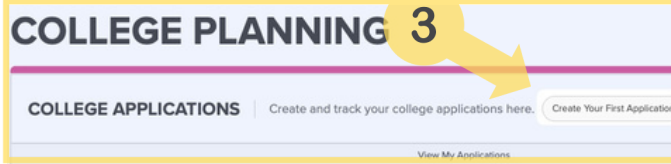
You can also access Xello from ClassLink.

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

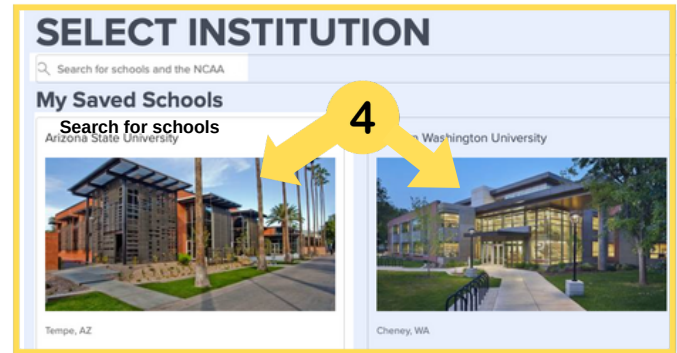
You can return to the Home page by clicking on the **Home**  button at the top.



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 = 7/1/2025**

Click on the **Create** button.

Create

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

7 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.

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