

Hey Seniors!


Deadline
6/4

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

1 Login to **xello**.

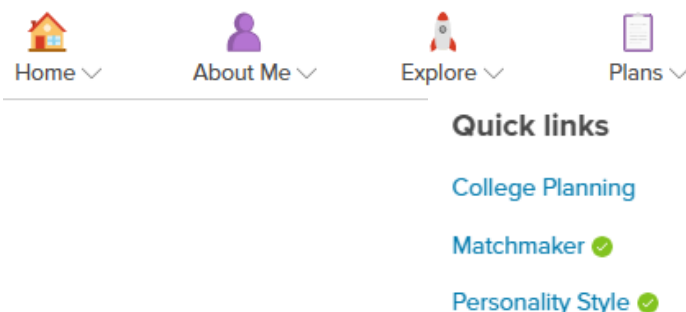
You can also access Xello from ClassLink.

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**.

Go to: <https://xello.world/en/>



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

College applications

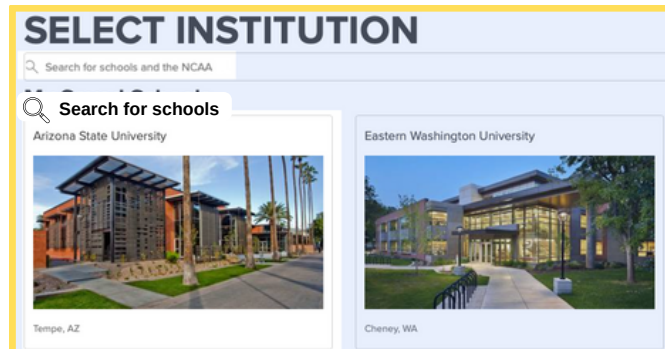
Create New Application

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.



Application method

Other

Admission type

Regular decision

Application deadline ⓘ

Set your own deadline for this application.

07/01/2025

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.

Application checklist



Transcript

Due date: **Jul 1, 2025**

Request

IMPORTANT - Final Transcripts will be sent the first week of July 2025.