

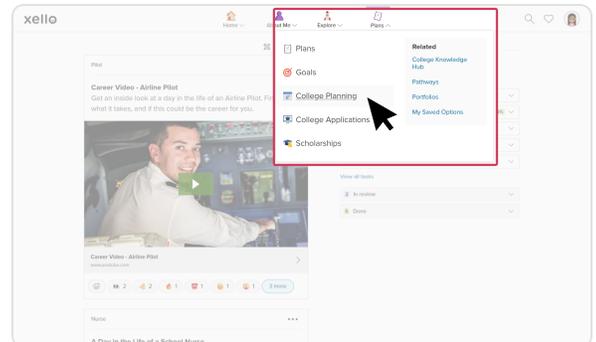
# How to request a transcript

Use this quick guide to learn how to request and then track a transcript in Xello. Once you make the request, your high school will send your transcript to the colleges of your choice.

## 1 Access College Planning tools

Open **Plans** and click **College Planning**.

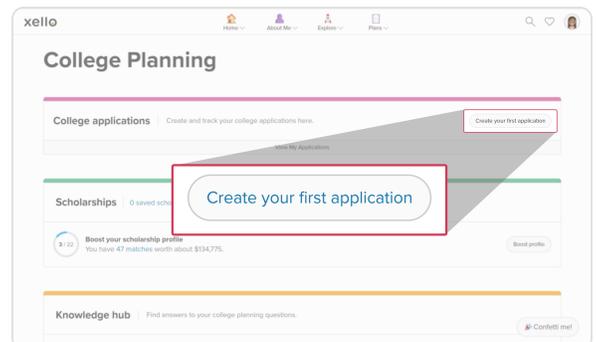
This is where you'll access the application trackers you created. You can also view scholarships and the **Knowledge Hub** to learn more about college planning topics.



## 2 Create an application tracker

Begin by creating an application tracker in Xello. This is where you'll request, and track the progress of transcripts and recommendation letters.

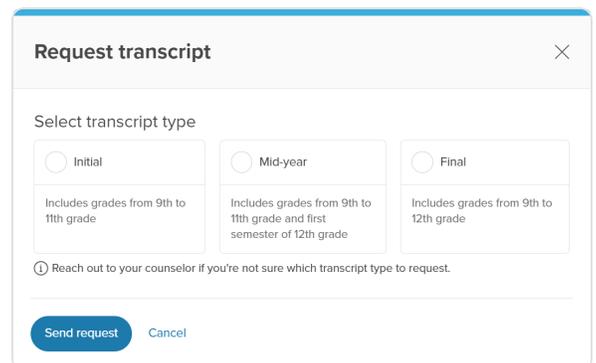
Click **Create your first application** to choose the college you want to begin tracking. Use the search bar to find a school or pick one of your saved ones. Then, add details such as your application method, type, and deadline.



## 3 Send a transcript request

Once you've created the tracker for the college, use the **Application checklist** to stay on top of your tasks to complete for the application.

Next to **Transcript**, click **Request**. You'll need to choose a transcript type. Add a due date and click **Send request**. This will send a request to a counselor or admin in charge of transcripts at your school who will send yours to the college.



## 4 View progress

Check in on the progress of your transcript request to see updates on when your school processed it, sent it, and at what stage it is with the college.

View the status by opening the college application tracker you created. Next to **Transcript**, click its dropdown and select **Track transcript**. Here you can view all updates of your transcript requests.

