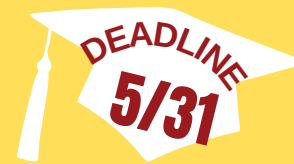




Hey Seniors!




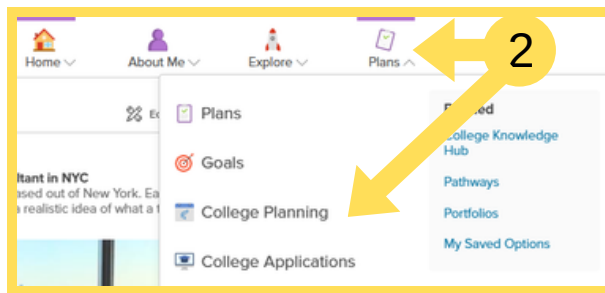
1 Login to **xello**. Go to: <https://bit.ly/xello-lwsd>

You can also access Xello from ClassLink.

2 Click on **Collage Planning** under the **Plans** icon 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**.

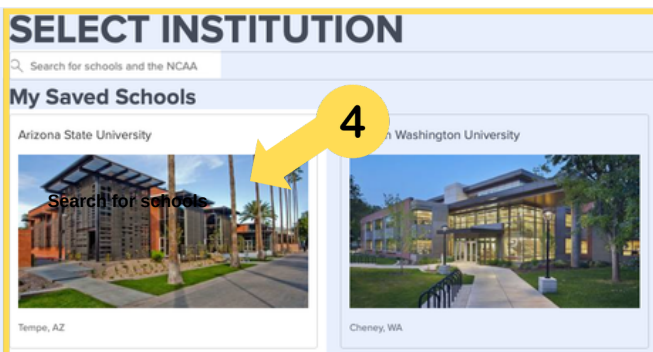
COLLEGE PLANNING

3

College applications Showing 3 of 23 from Application Tracker

Create New 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

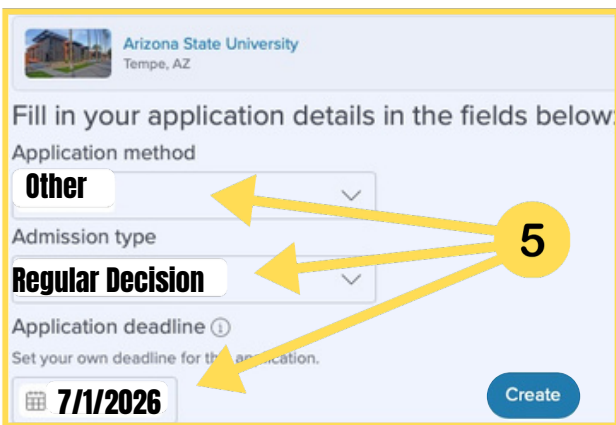
Admission Type = Regular Decision

Application Deadline = 7/1/2026

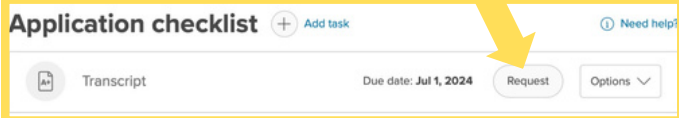
Click on the **Create** button.



Create

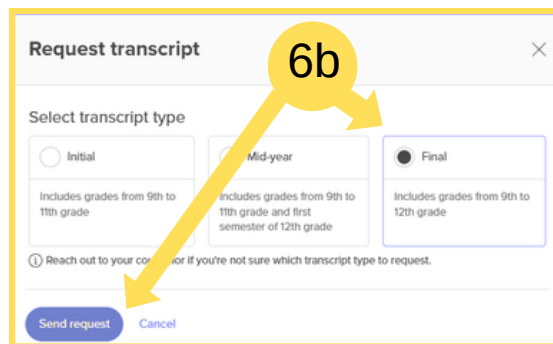


6



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.

Contact cathjohnson@lwsd.org for help