

Hey Seniors!


Deadline
6/3

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

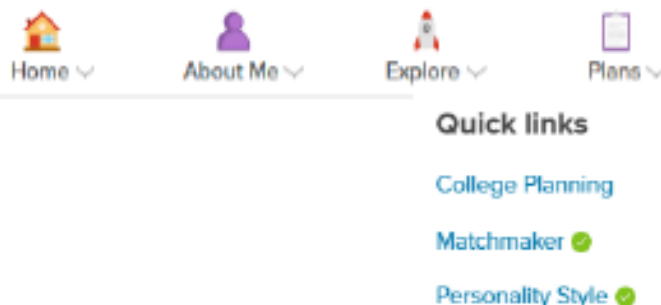
1 Login to **xello**.

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.

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

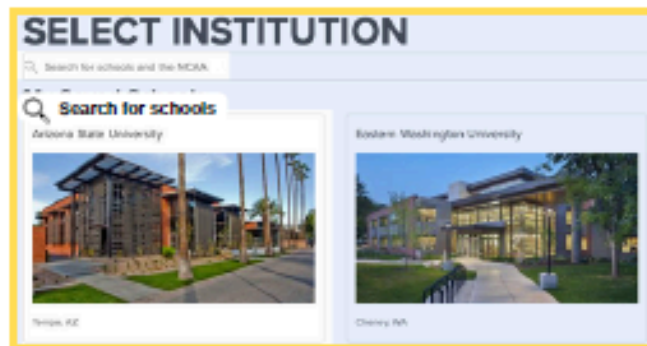


3 Click on **Create Your First Application**.

College applications

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.

Application method

Other

Admission type

Regular decision

Application deadline ⓘ

Set your own deadline for this application.

07/01/2026

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, 2026

Request

IMPORTANT - Final Transcripts will be sent the first week of July 2026.