REQUESTING TRANSCRIPTS

xello

1 GETTING STARTED

Before requesting any transcripts, you must complete the **CMHS FERPA Transcript Release Form**. This gives the high school permission to send your official records. This can be completed through Common App or

Log In to Begin: Once the form is complete, log into Xello via the Canon-McMillan High School website to start the request process.

2 STEP 1: ADD THE COLLEGE TO YOUR DASHBOARD

Go to **Plans** (at the top) → **College Planning**

Under "College Applications," click **Create New Application**

Search for your school, click **Select**, and then click **Next**

Fill in your application details (Admission Type, Deadline), then click **Create**

3 STEP 2: SEND YOUR TRANSCRIPT BASED ON YOUR APPLICATION TYPE

Option A: Xello + Common App

Connect your Common App account to Xello and **assign your counselor** within the portal. Once linked, **request your "initial transcript"** in Xello; your school counselor will receive the request and send it directly to all your Common App schools.

Option B: Xello + Direct Send (Non-Common App)

If you applied directly through a college's individual website:

- Go to your Application Tracker/Application Checklist for that specific school in Xello
- Select your school, find “Transcript” and **click "Request"**
- Choose which transcript you are requesting (Initial, Mid-year, Final)
- Click **“send request”** and your school counselor will receive the request

LETTERS OF RECOMMENDATION



Letters of recommendation are requested through Xello.

Important Reminder: Before requesting a letter in Xello, remember to ask your referrer in person first! Complete the **CMHS Letter of Recommendation Brag Sheet** so your teacher or School Counselor has the resume details they need to write a strong letter for you.