SENIOR YEAR ACTION GUIDE

Xello College Tasks

Essential step-by-step instructions and official resources to manage college applications, transcripts, recommendations, and scholarships.

1. Viewing Your Unofficial Transcript

Before applying to colleges or requesting official document submissions, review your academic history to ensure all course records, credits, and GPA data are completely accurate.

Step 1: Log into your Xello account through your student portal.

Step 2: From the main dashboard, navigate to **Plans**, then **College Planning**.

Step 3: Under **College Applications**, click **View My Applications.**

Step 4: Click on the file under the Transcript header to download your academic record.

> 🔗 **Resource: Xello Student Guide: View Unofficial Transcript**
> https://help.xello.world/en-US/Content/Knowledge-Base/Xello-6-12/College-Planning/Tr_Students-View.htm

2. Integrating Xello and Common App

If you are applying to colleges using the Common Application, you must connect your Common App account with Xello. This link allows your school counselor and teachers to submit required forms, transcripts, and recommendation letters seamlessly.

> [PREREQUISITE STEP] **1. Create & Complete Common App Profile**
> Create an account at CommonApp.org. Complete the core Common App tab, including your high school details, and add at least one college to your My Colleges list.

> [REQUIRED FOR FORM SUBMISSION] **2. Sign the FERPA Release Authorization**
> In Common App, navigate to My Colleges, select any college, click FERPA & Recommenders, and complete the FERPA Release Authorization. You must indicate whether you waive your right to review confidential recommendations.

> [ACCOUNT SYNCHRONIZATION] **3. Link Common App to Xello**
> Log into Xello, navigate to College Planning, and click College Applications. In the banner with the Common App logo, click Connect, enter your Common App credentials, and authorize the connection.

> [APPLICATION FULFILLMENT] **4. Assign Counselor & Request Recommendations**
> Once linked, assign your school counselor within Xello to enable them to send official school reports and transcripts. To assign a counselor, click on a college with the Common App logo, next to **Counselor forms**, click **Assign counselor,** select your counselor**,** then click **Send**. To request teacher recommendations, click on a college with the Common App logo, next to **Teacher evaluations**, click **Request** to open the list of recommenders available at your school. Then, choose the teacher you'd like and click **Select**, then **Send**.

> 🔗 **Resource: Common App & Xello Integration Guide (PDF)**
> https://help.xello.world/en-us/Content/Resources/PDFs/Guides/Stu_Common-App-Guide.pdf

3. Requesting Transcripts for Non-Common App Applications

For colleges that do not use the Common Application (such as direct institutional portals or state application systems), submit official transcript requests directly through Xello.

Step 1: In Xello, go to College Planning and select College Applications.

Step 2: Click Create Application (or + Add Application) and search for the college you are applying to.

Step 3: Select the application method (e.g., Direct/Institutional, State Application System).

Step 4: Under the Transcript section of the application task list, click Request Transcript.

Step 5: Select the appropriate transcript type (e.g., Initial, Mid-Year, Final) and submit your request to your counselor.

> 🔗 **Resource: Xello Student Guide: Requesting a Transcript (PDF)**
> https://help.xello.world/en-us/Content/Resources/PDFs/Guides/Stu_Request-Transcript.pdf

4. Requesting Letters of Recommendation for Non-Common App Schools

When applying to non-Common App colleges that require recommendation letters, submit your requests electronically through Xello so teachers can upload their documents directly.

Step 1: Navigate to College Planning and select Letters of Recommendation.

Step 2: Click Request Recommendation.

Step 3: Choose the teacher or staff member you wish to ask from the drop-down menu.

Step 4: Select the specific colleges this recommendation should be submitted to.

Step 5: Add a personalized note detailing your deadline, intended major, and relevant achievements or personal context to assist your recommender.

Step 6: Click Send Request and track the status of your request directly on your dashboard.

> 🔗 **Resource: Xello Student Guide: Requesting a Letter of Recommendation (PDF)**
> https://help.xello.world/en-us/Content/Resources/PDFs/Guides/Stu_Request-LoR.pdf

5. Finding and Tracking Scholarships

Xello provides tools to match you with local, regional, and national financial aid opportunities, as well as a centralized hub to track your applications.

Step 1: From your dashboard, navigate to College Planning and click Scholarships & Financial Aid.

Step 2: Select Search Scholarships to view opportunities filtered for your profile and qualifications.

Step 3: Click on individual scholarship listings to review eligibility requirements, award amounts, and submission deadlines.

Step 4: Click Add to Saved or Track Application to organize saved opportunities into custom statuses (e.g., Planning to Apply, Applied, Awarded).

Step 5: Monitor upcoming deadline reminders to ensure all required essays and financial documentation are submitted on time.

> 🔗 **Resource: Xello Student Guide: Finding and Tracking Scholarships (PDF)**
> https://help.xello.world/en-us/Content/Resources/PDFs/Guides/Stu_Scholarships.pdf