

Student Xello How To's

[How to Login](#)

[Requesting Transcripts \(for the first time\)](#)

[Matching Common App Account](#)

[Requesting Teacher Letter of Recommendations](#)

[End of the Year Steps:](#)

[Update Your College Application Statuses](#)

[Request Final Transcript](#)

[Requesting College Transcripts \(if you took a concurrent/PSEO course\)](#)

How To Login To Xello

Click on the Waffle - upper right



AI Mode



Zillow



Slate.org



Login

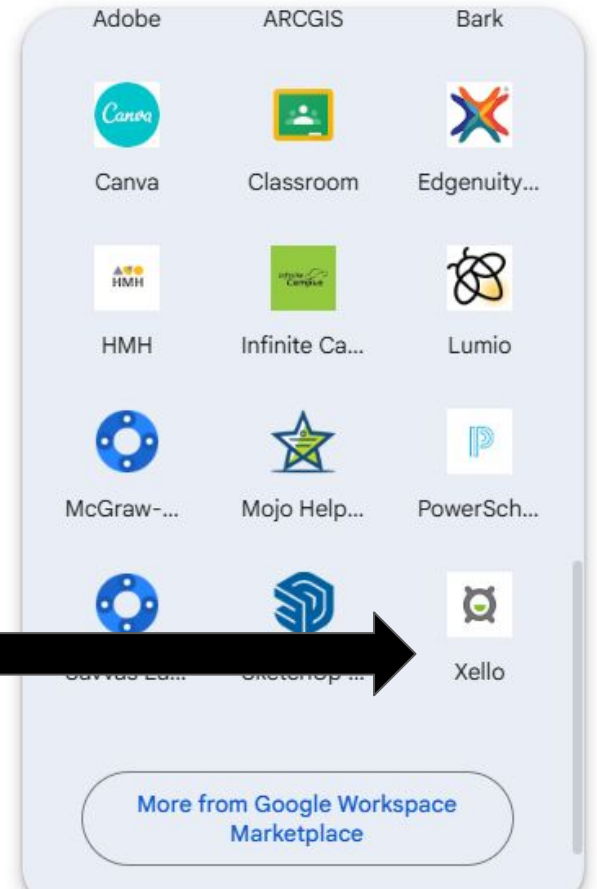


Absences

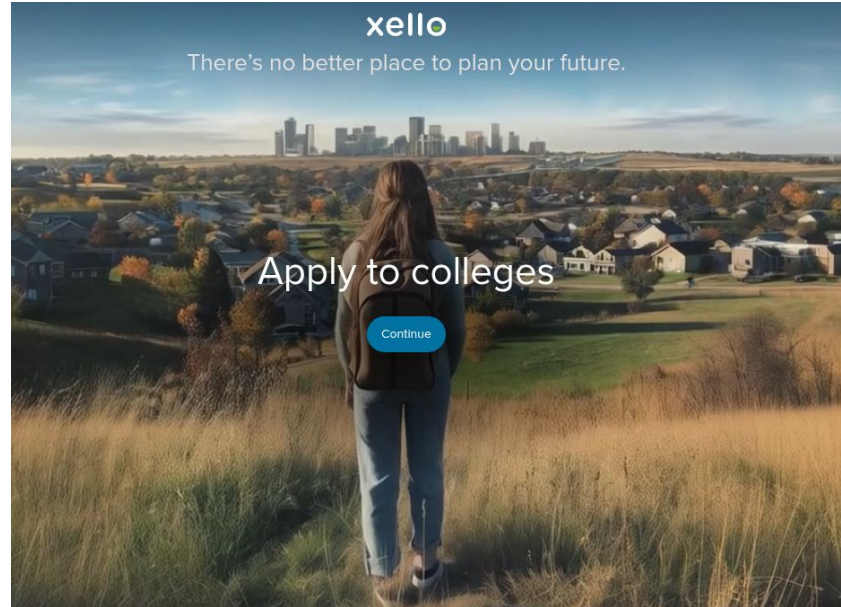


Show more

Click on Xello



Click Continue



Requesting Transcripts in Xello

(for the first time)

Common App Account

For colleges that use Common App for the application process, students use Xello to request their documents are sent to the colleges of their choice.

Linking Common App to Xello

[Click here to view](#)

Letters of Recommendation

Give teacher multiple weeks notice and provide Letter of Recommendation Form to help them write the letter.

End of Year Steps

(Complete this at end of senior year)

Requesting a Final Transcript at the end of senior year

In Xello, final transcripts (which include all senior-year grades and proof of graduation) are requested by students through the College Planning tool. Once the request is sent, the high school registrar or counselor processes and sends the final document to the college.

For Students: How to Request a Final Transcript

1. Log in to Xello, go to Goals & Plans, and click College Planning.
2. Create an application tracker for the college you are attending.
3. Under the application's Checklist, find Transcript and click Request.
4. Select Final as the transcript type, set a due date, and hit Send request

Requesting College Transcripts if you took a concurrent or
PSEO class - see line 10

List of Concurrent courses are on the next page

High School Class Name	OHS Credits	College Class Name	College Credits
MNSU-Mankato			
Human Development (KSP 235)	1 credit	Human Development	3 credits
Spanish 4 (SPAN 201)	1 credit	Intermediate Spanish I	4 credits
Spanish 5 (SPAN 202)	1 credit	Intermediate Spanish II	4 credits
Intro to Education (KSP 150)	1 credit	Explore Career-Education	3 credits
Public Speaking (COMM 102)	.5 credit	Public Speaking	3 credits
Psychology (PSYC 101)	1 credit	Intro to Psychological Science	4 credits
Updated 8/17/2026 AP Early US History (HIST 190)	1 credit	US History to 1877	4 credits
AP Modern US History (HIST 191)	1 credit	US History 1877 to present	4 credits
United States Government (POL111)	1 credit	United States Government	4 credits
SMSU			
AP Biology (BIOL 100/ BIOL 100L)	1 credit	Biology in the Modern World	3 lecture credits/ 1 lab credits
AP Calculus 1 (MATH 150)	1 credit	Calculus I	5 credits
AP Calculus 2 (MATH 151)	1 credit	Calculus II	4 credits
College Algebra (MATH 110)	1 credit	College Algebra	3 credits
AP English Lit and Comp (LIT 100)	1 credit	Literature: Human Diversity	3 credits
AP English Lang and Comp (ENG 151)	1 credit	Academic Writing	4 credits
AP Pre-Calculus (MATH 135)	1 credit	Precalculus	5 credits
AP Statistics			