

HOW TO ORDER YOUR FINAL TRANSCRIPT

Simley High School uses an online College and Career planning platform called **Xello** for students to send their official transcripts. Xello sends digital transcripts securely and free of charge for current Simley students.

Every college and university requires a final, official transcript to verify graduation before they can start classes. Put your request in today so you don't have to worry about it in the summer!

STEP 1: LOGIN

All current Simley students have a Xello account. You will use the single-sign-on omni portal to access your account. Simply **login to your portal** and click to **Xello app icon** to get started!

STEP 2: ACCESS COLLEGE PLANNING TOOLS

Go to **College Planning** from the **Goals & Plans** tab in the top menu or on the **Dashboard**. *This page is a central hub to view all the applications you're tracking.*

STEP 3:

IF YOU HAVE NEVER ORDERED YOUR TRANSCRIPT ON XELLO: CREATE AN APPLICATION, THEN SEND

Click **Create Your First Application** to choose the college you want to track your application with.

Use the search bar to enter the school name and click **Select**, then **Next**.

On the next page, add details such as your application **Admission Type** and **Deadline**.

- The Admission Type and Deadline are used for your own tracking purposes. If you know the Admission Type and application deadline of the school, use it. If you don't, it's recommended that you use Regular Decision for Admission Type.
- **IMPORTANT: If you applied via Common App, you will need to use one of the other admission types, NOT Common App. It won't allow you to complete the request if you put Common App as the type.**
- Choose a date of **June 1** or later to indicate that this is your FINAL transcript request.

Click **create** to begin tracking your application for this college.

In the application tracker for the college, you'll see the **Application Checklist**. From the list, where it says **Transcript**, click **Request** to send your transcript to the college.

STEP 3:

IF YOU HAVE PREVIOUSLY SENT A TRANSCRIPT ON XELLO: SEND A NEW TRANSCRIPT

Under *College Applications*, click **View My Applications** and then click on the college you plan to attend.

In the *Application Checklist*, where it says *Transcript*, click the **Options** drop down to the right. Then choose **Request New Transcript**.

Choose a due date of **June 1** or later to indicate that this is your FINAL transcript to be sent.

Final transcripts will be sent once final grades have been posted in mid-June.

STEP 4: VIEW THE PROGRESS

View the status of your sent **transcript** by opening the **Application Tracker** of the college you want to view. From under **Application Checklist**, click the drop-down next to Transcript and select **Track Transcript**. Here you can view the chronological updates of your transcript request and see when it was received by the college's admission office.

Questions? Contact your counselor or Ms. Kimble for assistance.

