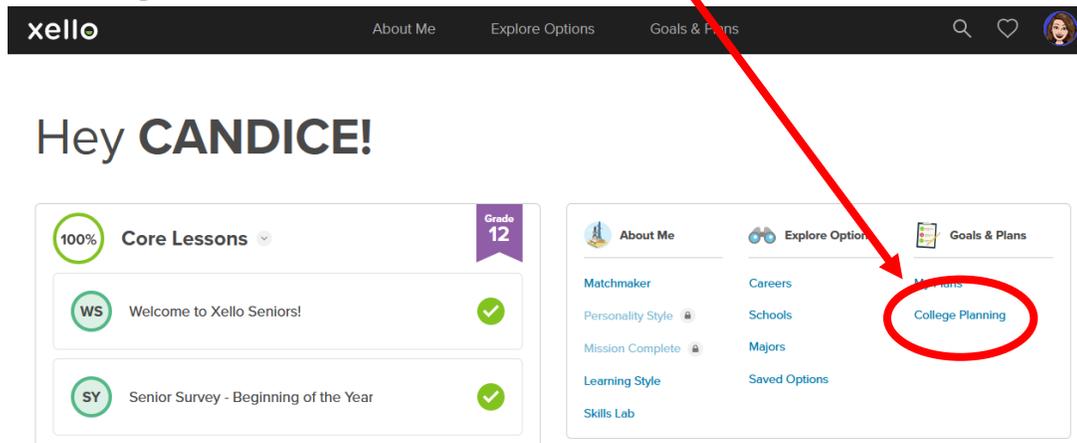


# Requesting a Transcript in Xello

1. Log into ClassLink and open the Xello app (probably the last icon).

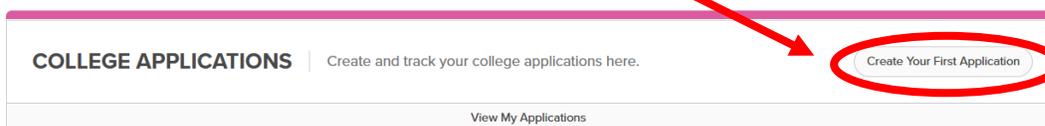


2. From your dashboard click on “College Planning” from the list of quick links on the right side of the screen.

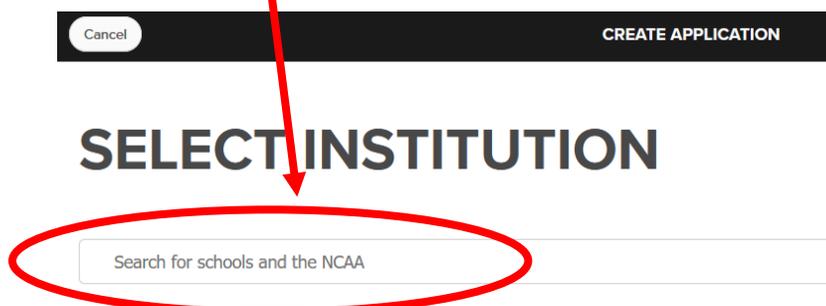


3. In College Planning you will see College Applications under the pink line. Click Create New Application.

## COLLEGE PLANNING



4. Type in the name of the school you are requesting a transcript to be sent to.



5. Select the school and click the blue Next button at the bottom right of your screen.

## SELECT INSTITUTION

valencia college

1 Institution Found

 **Valencia College**  
Orlando, FL [Remove](#)

[Next](#)

6. Add Details will ask you to fill in some information about your college application. You will need to select the Admissions Type from the drop down and you will need to type in an application deadline for the school (you may need to look at the actual college admissions website to check).
7. Once you input the admission type and deadline you will then click the blue Create button in the bottom right of your screen

## ADD DETAILS

Valencia College  
Orlando, FL

Fill in your application details in the fields below:

**Admission Type**  
Rolling Admission ✓

**Application Deadline**  
06/01/2021

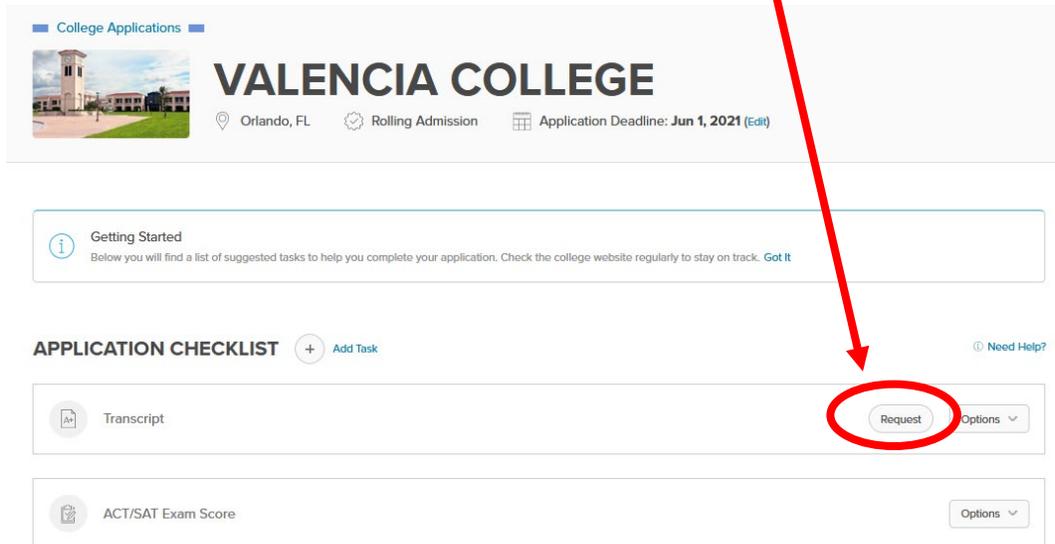
**ADMISSION TYPES**

This is a guideline to help you choose the correct admission type for your application. However, some colleges have unique rules and deadlines. It's important to check the college website to make sure you have the correct information.

**Rolling Admission**  
This option allows you to apply to a college on any date. But spaces run out, so it's best to apply early! The college will review your application once it's received. You'll only have to wait a few weeks [Show More](#)

Ready to create a new college application? [Create](#)

8. You now will have an Application Checklist appear to just remind you of things you will need to do to complete your application for this school.
9. On the banner that reads Transcript click Request. We will then send your transcript to the school. Transcripts are sent every Friday.



The screenshot shows the Valencia College application portal. At the top, there is a header with the college name and location (Orlando, FL), along with an application deadline of June 1, 2021. Below this is a 'Getting Started' section with a list of suggested tasks. The main section is the 'APPLICATION CHECKLIST', which includes a '+ Add Task' button and a 'Need Help?' link. The checklist contains two items: 'Transcript' and 'ACT/SAT Exam Score'. The 'Transcript' item has a 'Request' button and an 'Options' dropdown menu. A red arrow points from the top right of the page down to the 'Request' button, which is also circled in red.

10. You will need to repeat steps 3-9 for every school you apply to. This communicates with me and your counselor which schools you are applying to and that you need a transcript sent to.
11. Please reach out to Mrs. O'Dell if you have any questions or problems.  
[Candice.ODell@osceolaschools.net](mailto:Candice.ODell@osceolaschools.net)