

HOW TO ORDER YOUR OFFICIAL 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.



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. Check-out the **Knowledge Hub** with topics to help you plan for college!*

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

- *If this isn't your first one, this page will be a list of your previous applications.*

Use the search bar to enter the school name and click **Select**, then click **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, feel free to use them. If you don't, it's recommended that you use Regular Decision for Admission Type and the date that you would like to have your application submitted.*

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

STEP 4:

SEND A TRANSCRIPT

In the application tracker for the college, you'll see the **Application Checklist**.

Use this checklist to track things you need to complete for the application.

*Please note that some of these items are pre-populated but you can also click **Add a Task** to add other application requirements for a specific school.*

From the list, where it says **Transcript**, click **Request** to send your transcript to the college.

FINAL TRANSCRIPT: *If you are requesting a Final Transcript, please go down to the Transcript Task and use the Options drop down on the right to **"Request New Transcript"**. Change the date to 6/1 in order to indicate that this is your FINAL transcript to be sent.*

STEP 5: 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**.

View the chronological updates of your transcript request and see when it was received by the college's admission office.



***If you have questions or need assistance, please see Ms. Jaco in the Counseling Office*