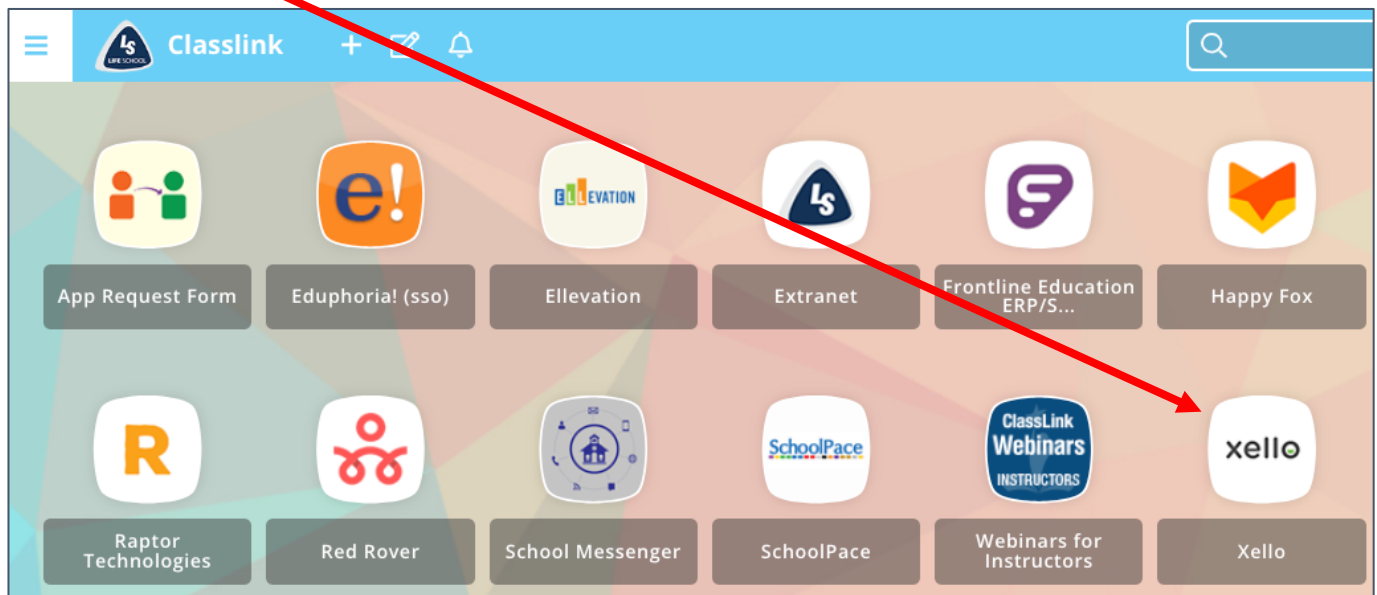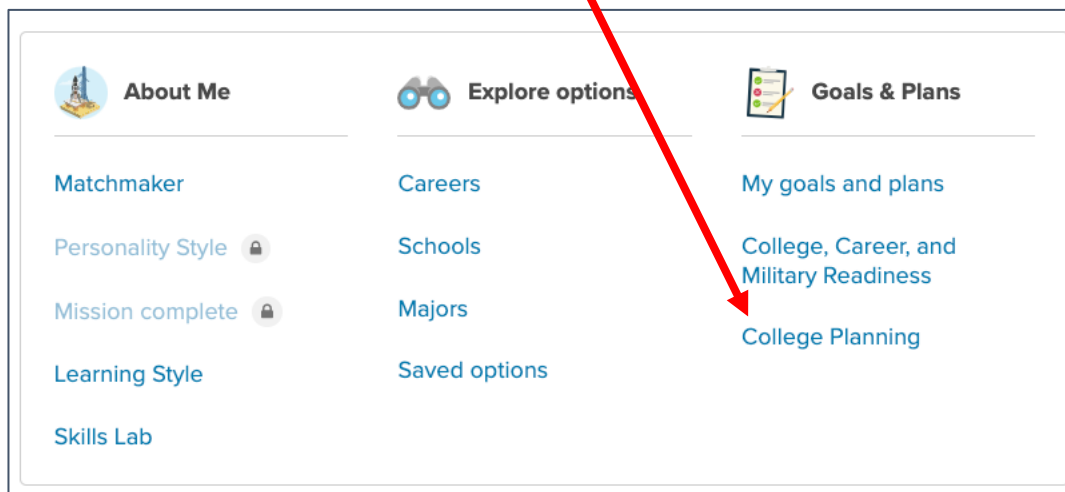# LIFE SCHOOL + xello

Student: Requesting Transcripts

Step 1: Login to Xello

Step 2: On the Xello Dashboard; Click College Planning

Step 3: Under College Planning; Click Create Your First Application

COLLEGE PLANNING

COLLEGE APPLICATIONS | Create and track your college applications here.

Create Your First Application

View My Applications

College/University must be selected to send transcripts

Step 4: Search / Select College or University

SELECT INSTITUTION

🔍 Dartmouth College   ✕

1 Institution Found

Dartmouth College
Hanover, NH

Select

Step 5: Add Application Method, Admission Type and Application Deadline; Click Create

ADD DETAILS

Dartmouth College
Hanover, NH

Fill in your application details in the fields below:

Application method

Select an application method ⌄

Admission type

Select an admission type ⌄

Application deadline ⓘ

🗓 mm/dd/yyyy

Need help?

Application method ⌄

Admission type ⌄

Create

Step 6: Under the Application Checklist; Find Transcript and Click Request

Confirmation Request will appear

Track, Edit & Delete your Transcript Request by Click Options drop-down menu