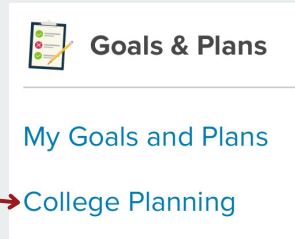# Hey Seniors!

Say hello to your future with a transcript from Xello

Step 1: Log in to Xello

From Classlink launch Xello or Scan QR Code

Step 2: College Planning

From your Xello home screen under **Goals & Plans** click on "**College Planning**"

Goals & Plans

My Goals and Plans

College Planning

College Planning

College Applications
Showing 2 of 12 from Application Tracker

Create New Application

Washington State University-Global Campus
Pullman, WA
Deadline: Jun 30, 2023

University of Washington, Bothell
Bothell, WA
Deadline: Aug 1, 2023

View My Applications

Step 3: Select School

Select the school from your list and go to **Step 5.** If the school is not on your list, then click on **Create New Application**
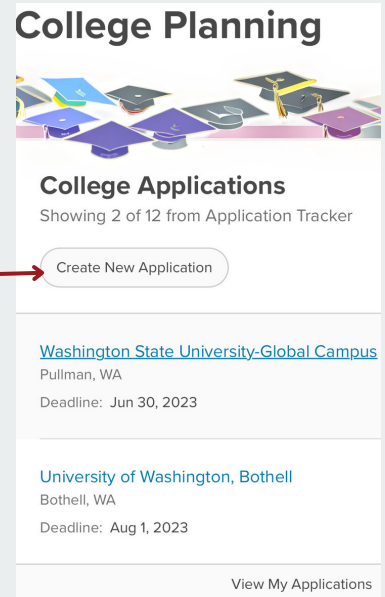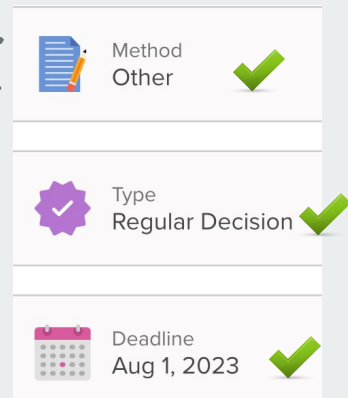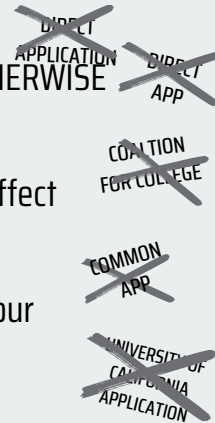
Step 4: Search for School

From the **Select Institution** screen, enter the school name you will be attending.

SELECT INSTITUTION

Western Washington University

Search for schools and the NCAA
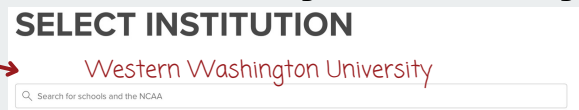
Step 5: Add Details

Under the **Add Details** section you must select the following:

- **Application Method = OTHER** (DO NOT SELECT IN OTHER OPTIONS OTHERWISE YOUR TRANSCRIPT WILL NOT GET SENT!)
- **Admission Type = Regular Decision** (for Eastlakes use and does not affect your college application status)
- **Application Date = 8/1/2023** (for Eastlakes use and does not affect your college application status)

~~DIRECT APPLICATION~~ ~~DIRECT APP~~
~~COALITION FOR COLLEGE~~
~~COMMON APP~~
~~UNIVERSITY OF CALIFORNIA APPLICATION~~

Method Other ✔
Type Regular Decision ✔
Deadline Aug 1, 2023 ✔

Step 6:

Click on the blue **Create** button at the bottom right of the page.

Step 7: Request a Transcript

From the **College Application** page, you will see an **Application Checklist**. Press the **Request** button to create the transcript request.

Application checklist

+ Add Task   ⓘ Need help?

Transcript   Due date: **Aug 1, 2023**   Request   Options ⌄