How Educators Send Requested Transcripts

After students have requested that their transcript be sent to the colleges of their choice, you can view their requests, import and send their transcript, and then track the progress.

Access the Transcript Tool
From your educator account, under Features, click College Planning, and select Transcripts. The first page will be the list of all student transcript requests by default ordered by urgency. To return to this page, click the Latest Requests tab.

Import a Transcript
If a student’s transcript hasn’t been imported yet, and is identified as Not Available, click the three dot menu to the right of the student name, select Import Transcript and follow the prompts.

To import multiple student transcripts at once, click Import Transcripts from the top right of any screen in the transcript tool and follow the prompts.

Send a Transcript In-Network
Schools identified as In-Network are institutions that accept transcripts digitally. Click the three dot menu to the right of the student name and select Send to Institution.

To send all available In-Network requests at once, filter the requests by clicking the All Requests dropdown and selecting In-Network, then click Send All located at the bottom of the page.
Send a Transcript Out-Of-Network

Some transcripts will be identified as Out-Of-Network because the school has arranged to accept transcripts via email or post mail options.

- Click Send to Institution by Email to enter the registrar’s email address.
- Click Add Date Sent by Mail to track when the transcript was sent via post mail.

Track Transcripts

To view all the transcripts that have been sent, click on the Sent tab at the top of the page. To see the progress of a transcript for an individual student, click on the three dot menu to the right of the student name and select Track Progress.

<table>
<thead>
<tr>
<th>REQUEST TYPE</th>
<th>REQUESTED</th>
<th>TRANSCRIPT IMPORTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Out-of-Network</td>
<td>Oct 17, 2018</td>
<td>Aug 23, 2018</td>
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<tr>
<td>Out-of-Network</td>
<td>Oct 17, 2018</td>
<td>Aug 2</td>
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<tr>
<td>Out-of-Network</td>
<td>Oct 22, 2018</td>
<td>Oct 30, 2018</td>
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</tbody>
</table>

Congrats! You’re on your way!

Questions? We’ve got your back! Reach us at help@xello.world or +1 (800) 965-8541 and check out help.xello.world for more information.