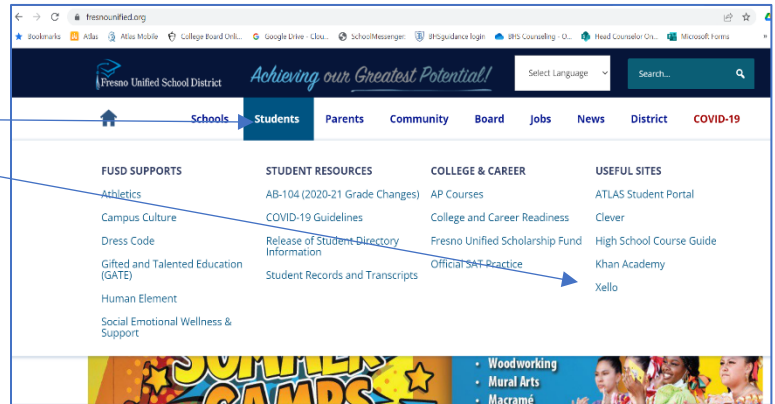


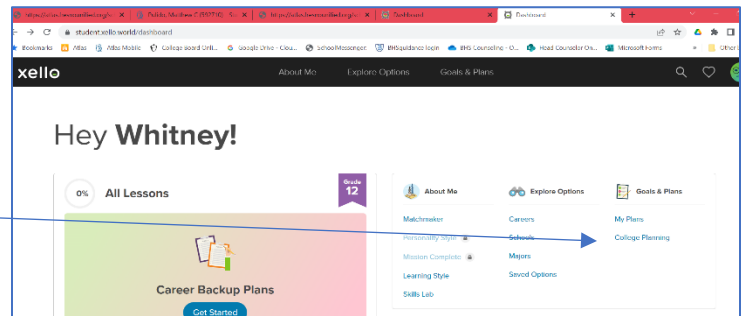
Seniors, if you are attending a 4 year college in the Fall it is likely you need to send your completed high school transcript to your 4 year college. Here are the steps on how to request a transcript be sent.

You can request a transcript using Xello!

1. Please go to fresnounified.org, click on “Students” and click on “Xello” to get to the Xello website.

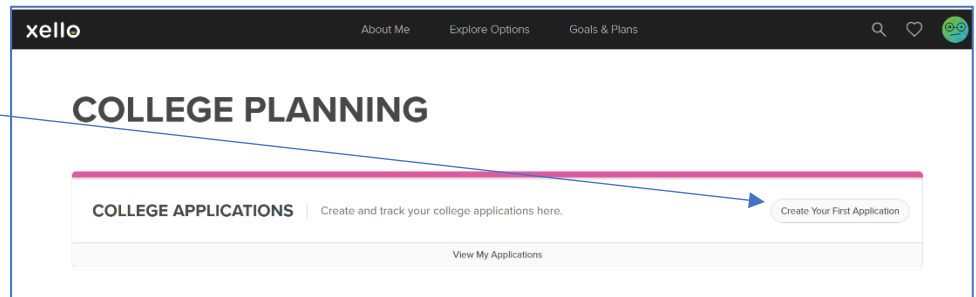


2. Login to Xello using you Fresnou email and password
Xello will likely ask you to add your personal email when you login the first time. This is a good idea, so you can access Xello even after your Fresnou account becomes inactive.

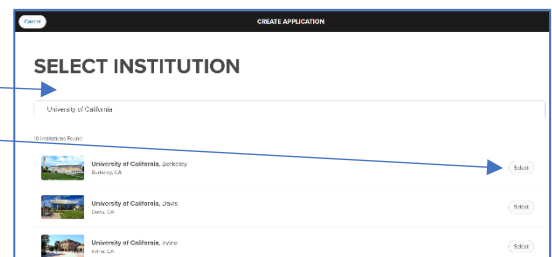


3. Once you are logged in Click on “College Planning”

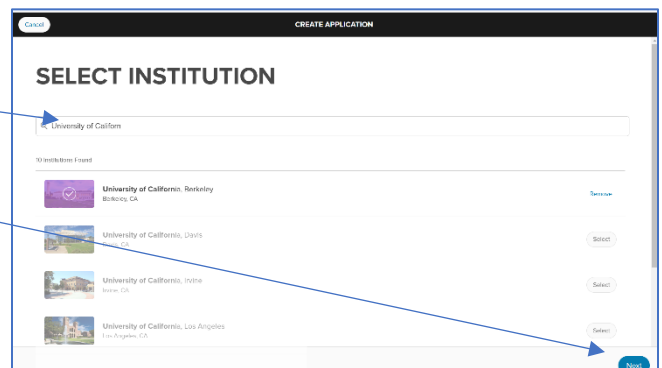
4. When you get to the College Planning screen you will need to “Create Your First Application”.
You are going to add the college you will be attending and want to send a transcript to.



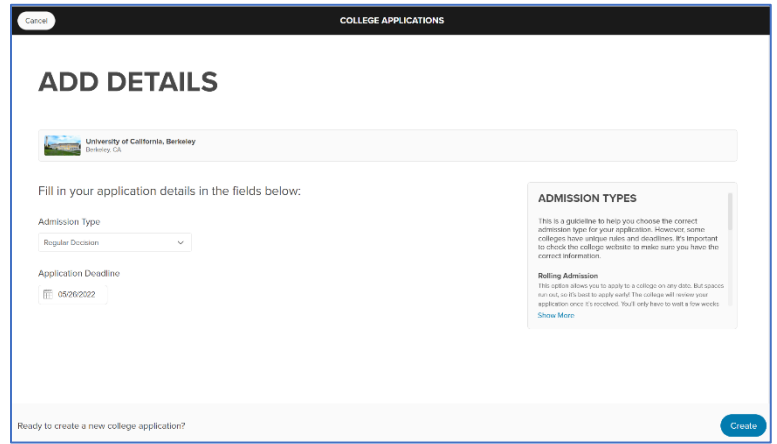
5. Search for your college by typing in the search bar and click the select button
Tip: Make sure you type out the entire name i.e. University of California, California State University...



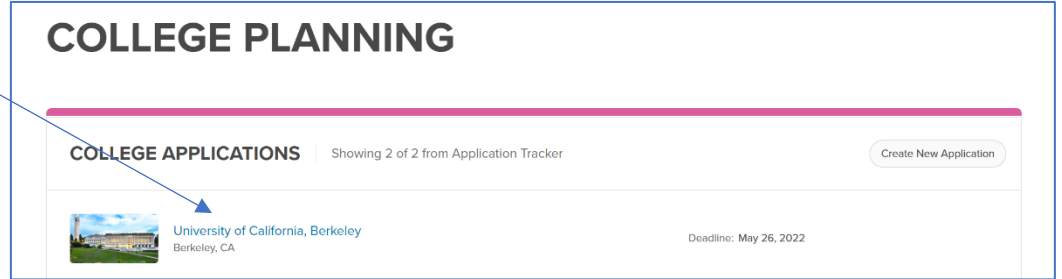
6. The college will turn purple with a check mark, then click “Next” at the bottom right of the page



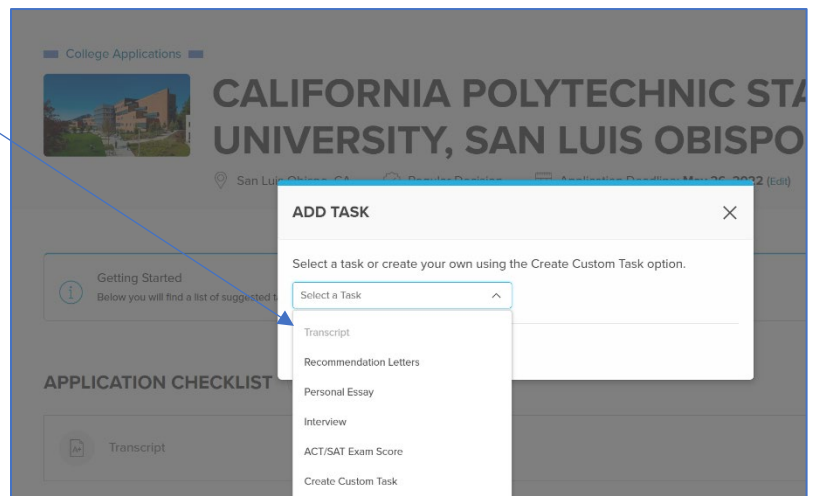
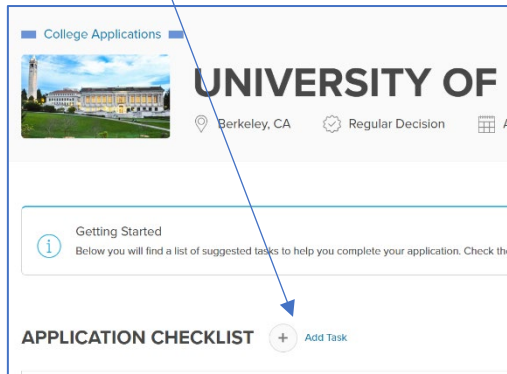
7. Choose the “Admission Type” (Regular Decision) and put in today’s date as the “Application Deadline”, then click “Create”.



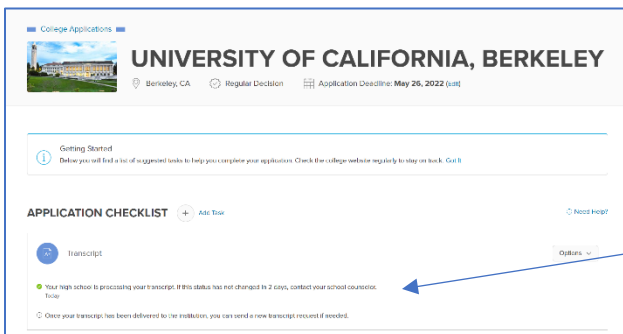
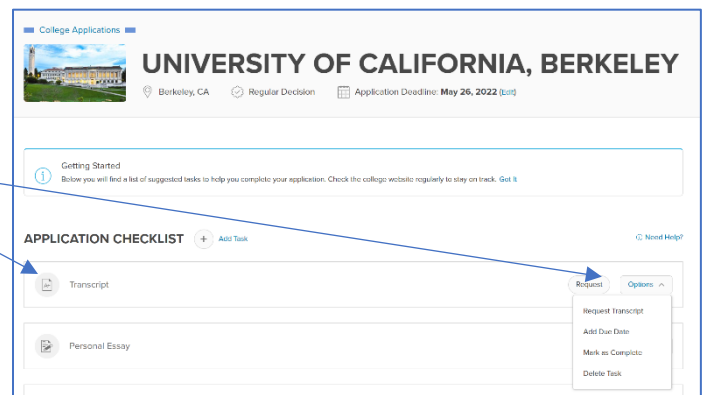
8. Now click on the college you want to send a transcript to.



9. Click on “Add Task” & choose “Transcript”



10. Now go to the “Transcript” and click on “Request”. You can choose to add a Due Date using the “Options” menu but you do not have to do this to get your transcript sent.



You can check the status of your transcript in Xello