xello

College applications for counselors

Use this roadmap to guide your students through the college application journey. Find the tools and resources you need for each stage, from early preparation to transcripts, recommendations, financial aid, and enrollment.

Timeframe	Overview	Key resources
1 **Set up for success** Late summer / back to school	Before the application frenzy starts, take a few minutes to get your workspace organized. Assign your students to yourself so you can easily narrow the results to just those assigned to you. If applicable, this is also the best time to set up your Common App counselor profile so student requests don't hit any roadblocks later.	**COUNSELORS** Assign primary advisor Assign or unassign student to other educators Set up a counselor profile for Common App Application management walkthrough (video)
2 **Empower students to launch** Early fall	Get your students into Xello early to build their college application trackers, link their accounts, and sign their FERPA waiver. When students track their own deadlines and connect Common App themselves, they take real ownership of the process while keeping you in the loop every step of the way.	**SHARE WITH STUDENTS** College application tracking in Xello (Spanish) (PDF) Common App and Xello (Spanish) (PDF)
3 **Master tracking & reports early** Early fall (before deadlines)	Don't wait until deadline rushes to learn where your reports live. Getting familiar with your tracking tools now lets you spot which students haven't started, who forgot their FERPA waiver, or which teacher recommendations are still pending. A quick filter check helps you intervene with the students who actually need a nudge.	**COUNSELORS** Run reports on college applications View a student's college application status Run reports on FERPA waiver status Run reports on Common App teacher evaluations

College applications for counselors

xello

Timeframe	Overview	Key resources
4 **Manage transcript requests** Fall / winter deadlines	Upload student transcripts, match any unlinked records, and send official transcripts to colleges as application deadlines approach. Share the guides with students to help them navigate requesting transcripts.	**COUNSELORS** Transcripts quick guide (PDF) Bulk import transcripts **SHARE WITH STUDENTS** How to request a transcript in Xello (Spanish) (PDF)
5 **Action recommendations & Common App forms** Fall / winter deadlines	Upload recommendation letters, track teacher evaluations, and submit Common App forms. Share the external referrer guide with community recommenders, employers, or coaches writing letters outside of Xello.	**COUNSELORS** Upload and send recommendation letters (PDF) Manage student Common App requests **SHARE WITH RECOMMENDERS** External referrers in Xello (PDF)
6 **Support financial aid & scholarships** Late fall through winter	Add local scholarships for students to explore, and share guides to help them match with scholarships and track their FAFSA progress. Monitor completion reports to make sure students access available financial aid.	**COUNSELORS** Add or edit local scholarships Run reports on FAFSA and state aid applications **SHARE WITH STUDENTS** Scholarships in Xello (Spanish) (PDF) Track your FAFSA application in Xello (Spanish) (PDF)
7 **Finalize decisions & enrollment** Spring / year-end	Help students and families record their final college commitments in Xello, or log decisions on their behalf. Pull reports to analyze enrollment outcomes and celebrate post-secondary plans.	**COUNSELORS** Record an enrollment decision for a student Run reports on enrollment decisions **SHARE WITH STUDENTS & FAMILIES** How to add your enrollment decision (PDF) Add your child's enrollment decision (PDF)