xello

External referrers in Xello

Students use Xello to request recommendation letters and evaluations from educators, mentors, and community figures to support their college applications. Use this guide to access the request and submit your documents.

Access your request

Every recommendation request begins with an email invitation sent to your inbox:

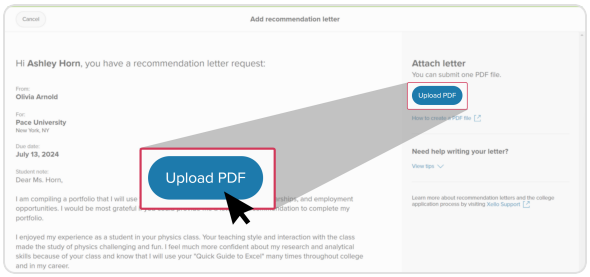
1. Open the email from Xello with the notification that a student has requested you send a recommendation letter on their behalf.
2. Click **View request** to open Xello's referrer page for your recommendation letter request.
    - If you're unable to click the **View request** button, copy and paste the link below it into your browser.

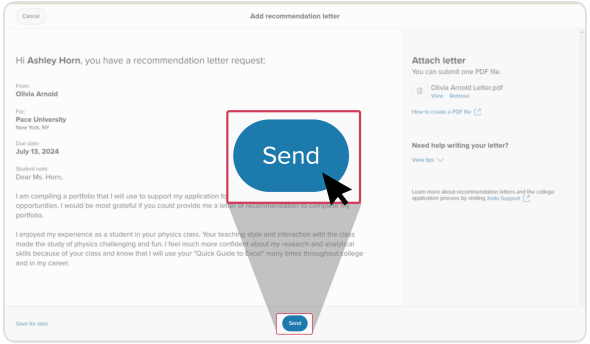
> **Where will your email link take you?** Clicking the link automatically routes you based on how the student applied: either to a direct upload page (for Parchment or email) or to the secure external teacher portal (for Common App colleges).

Upload for Parchment or direct email

If the student's college receives documents through Parchment or email, clicking the link opens your direct referrer upload page.

1. Take this opportunity to:
    - View the student's personal note to you.
    - Click **View tips** for idea-starters on what content to include in the recommendation letter.
2. Click **Upload PDF** to locate and add the letter on your computer or device.
3. When finished, click **Send**.
    - If the institution email is available, click **Send** in the modal window.
    - If the institution hasn't provided a verified email, choose between manually entering the email address, or assigning it to Xello administrator at your school.





Submit for Common App colleges

One evaluation for all colleges: The teacher evaluation is sent to all Common App colleges the student has assigned to you. You only need to complete it once. Make sure your letter highlights the student's accomplishments rather than referencing a specific institution.

Verification

When you click the link from your email, verify your identity to access the portal:

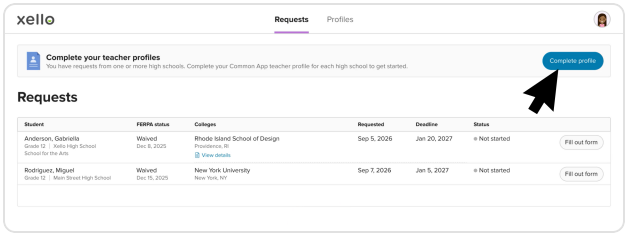
1. Enter your email address to be sent a sign-in code.
    - The code will expire in 10 minutes after being sent. If you didn't get to it in time, you can request a new code.

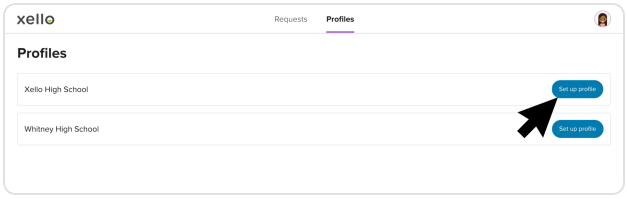
> **Spam check:** If the 6-digit code doesn't arrive within a few minutes, check your junk or spam folder.

2. Enter the 6-digit code sent to your email and click **Continue**.
3. Review the terms, confirm you are at least 18 years old, accept the waiver, and click **Accept and continue** to access your external teacher portal.

Set up your teacher profile

Before submitting, Common App requires basic contact and professional details. This information is saved to the high school listed in the student's request and carries over for future requests from that same school.





1. In the **Complete your teacher profiles** banner, click **Complete profile**.
2. Next to the listed school, click **Set up profile**.
3. In the teacher profile, fill out your contact details, subject area, and role, then click **Complete**.

Complete and send the recommendation

Once your profile is saved, complete the evaluation form and upload your letter.

1. On the **Requests** page, in the row of the student request, click **Fill out form**.
2. Complete the required fields, including subject area taught, and written evaluations.
3. At the bottom of the form, click **Upload PDF** to attach your formal letter of recommendation.
4. Once you've finished filling out the form, click **Complete**.
    - You'll be returned to the **Requests** page.
5. To send the form to Common App, click **Send now**.

