xello

How educators send requested transcripts

Xello has teamed up with Parchment to send transcripts to institutions. From Xello, students request an educator send their transcript for their application. You'll sign in to view the request. Then, import, send, and track the progress of the transcript as the colleges receive and open them.

Access the Transcripts tool in Xello

In Xello, under **Features**, click **College Planning**. Next to **Transcripts**, click **Manage**. The first tab is the list of student transcript requests. By default, they're ordered by due date.

xello	Search for students, groups, and more	٩	Ashley Hom Main Street Public Scho Y
STUDENTS V	College Planning		
FAMILIES EDUCATORS	Transcripts Overdue: 2 Due in next 14 days: 1	17 9 Not started Seady to send	6 Manage
FEATURES ^	Recommendation letters Outries to United Stars 1	12 7 Not started Beady to send	Mange
Overdu	rcripts 17 9 ue: 2 Not started Ready to see	nd Expired M	anage
College Planning REPORTS V	💼 Local scholarships	38 1 Active Inactive	Manage
SETTINGS			

Import a student's transcript

If a student's transcript hasn't been imported yet, it will be identified as **Not started**. In the student's row, click the three dot menu and select **Import transcript**. Follow the prompts.

Requests 13 Unmetch	hed Matched ① Se	ant Imported			Import transcripts Send transcripts
Q. Search for studen	t name, grade, or ID				Filters
Not started \times			•••		Remove all fit
Student	Institution	Send by		olication	Transcript status
U MSPS-4578	Wichita State U Wichita, KS	Parchme			Not starte
Silverstein, ID MSPS-2154	Barton County Great Bend, KS	Parchme	Import transcript		Not starte Import transcript
Adams, Mic ID MSPS-326	Kansas State U Manhatlan, KS	Parchme	Delete request		Not starte
Reddy, All ID MSP5-6587	Kansas State U Mentatian, KS	Parchmen	NO. 0, 2023		Not started

Bulk import transcripts

To import transcripts for multiple students at once, click the **Import transcripts** link and insert the file with the student transcripts. You'll also be prompted to select a transcript type.

Search for students, groups, an	d more			Q		Ashley Horn Main Street Pub	lic Scho 🗸
Transcripts 🗊							
Requests 15 Unmatched	141 Matched ① Ser	t Imported			Impo	rt transcripts Send tra	nscripts (1)
Q. Search for student name, a							Filters
Student	Institution	Send by (i)	Requested	Due date	Application	Transcript status	Hitters
D MSPS-562389, Grad	Rabbi Jacob Jose Edison, NJ		anscript	24, 2024		Ready to send Final transcript	
D MSPS-8956234, Gra	Cochise College Sierra Vista, AZ	nport u	anscript	26, 2024 Overdue		Ready to send	
D MSPS-2345786, Gra	Agnes Scott College Decatur, GA	Parchment	Jul 12, 202 Initial transcript	Jun 27, 2024 Overdue		Ready to send Initial transcript	
D MSPS-1245786, Gra	Agnes Scott College Decatur, GA	Parchment	Jul 12, 2024 Initial transcript	Jul 17, 2024 Due today		Ready to send Initial transcript	
D MSPS-5724358, Gra	Agnes Scott College Decatur, GA	Custom email	Jul 12, 2024 Initial transcript	Jul 18, 2024 Due tomorrow		Ready to send Initial transcript	
D MSPS-1548156, Grad	Fairmont State Univ Fairmont, WV	Parchment	Jul 17, 2024 Initial transcript	Jul 31, 2024		Ready to send	

View a transcript

You can preview a student's transcript before sending it to the institution. In the student's row, click the three dot menu and select **View transcript**.

lequests 4 Unmatch	ed Matched () S	ent Imported			Import transcripts Send transcript
Q. Search for studen	t name, grade, or ID	•			Fite
tudent	Institution		e date	Application	Transcript status
U MSPS-4578	Wichita State U Wichita, KS	View transcript	14, 2024 erdae		Ready to
Silverstein, D MSPS-254_	Barton County Great Bend, KS	Send transcript	3 4, 2024		Ready to: View transcript Mid-year to
Adams, Mic ID MSPS-328	Kansas State U Manhatian, KS	Delete request	1, 2024		Send transcript Ready to: Initial trans Delete request
Reddy, All ID MSPS-6587	Kansas State U Manhattan, KS	Parchment Mar 6, 2023	Nov 26, 2024		Ready to send

Send a transcript via Parchment or email

Most transcripts can be sent straight to the institution because they're in Parchment's network or have a verified email address. In the list of student requests, under the **Send by** column, these will be indicated with **Parchment** or **Verified email**.

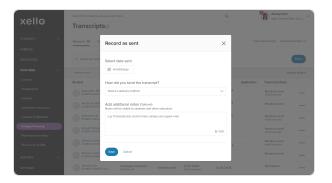
In the student's row, click the three dot menu and select **Send transcript**.

Search for students, groups, ar	nd more			Q	1	Ashley Horn Main Street Pu	olic Scho 🗸
Transcripts 🗉							
Requests 4 Unmatched	141 Matched ① Sent	Imported			Impo	irt transcripts Send tra	inscripts (1)
Q, Search for student name,	grade, or ID						Filters
Student	Institution	Send by 🕦	Requested	Due date	Application	Transcript status	
Andreoni, ily ID MSPS-2345786, Gea	McNeese State Uni Lake Charles, LA	Parchment	Apr 29, 2024 Final transcript	Aug 8, 2024		Not started	
D MSP5-1245786, Gra.	Saint Joseph's Univ Philadelphia, PA	Parchment	Apr 29, 2024 Mid-yeer transcript	Aug 2, 2024		Not started	
Barnum, Isaiah ID MSPS-555321, Grad	New York University New York, NY	Parchment	Jul 16, 2024 Final transcript	Aug 31, 2024		Ready to send	
			Jul 23, 2024	Jul 1. 2025		Ready to send	
Baumgart, Angel ID MSPS-2154052, Gra	Kansas City Kansas Kansas City, KS	Parchment	Mid-year transcript	5011,2025		Final transcript	•••

Record a transcript as sent

If you're sending the transcript to the institution by a method other than through Parchment or email, you can record how and add a note. This is helpful for yourself, other educators, and the student to view the progress of the transcript.

In the student's row, click the three dot menu and select **Record as sent**. Add the date, how you sent the transcript and any other notes, then click **Save**.



Send a transcript by custom email

For institutions not in Parchment's network, or without a verified email, you can source and confirm the email yourself and still send the transcript through Xello. In the **Send by** column, these will be indicated with **Custom email**.

In the student's row, click the three dot menu and select **Send transcript**. Then enter the email and click **Send**.

Transcripts	0					
Requests 15 Unmat	ched 141 Matched ③ S					
Q. Search for student r	send transcript by	email		×		
Ready to send ×					Application	
Araujo Pinheiro, /	This institution has not pro transcript to:	ovided a verified e	mail address. Send	d this		Ready to send
Armock, Cohen a	e.g. email@email.com	her method, select Car	cel and Record as sent	124		Ready to send
Armock, Halle ID MSPS-1548156, C	Send Cancel			24		
Arnold, Ava ID MSPS-4545784, (Canter			4		Ready to send
				Jul 18, 2024 Due tomorrow		
Baek, Suwan	Broward College	Parchment	Jul 17, 2024	Jul 31, 2024		Ready to send

Track a transcript

You can view and track the progress of requested transcripts you've sent to institutions. View information such as when the request was made, when and how the transcript was sent, and whether the institution has received or opened the transcript.

Click the **Sent** tab to view all transcripts that have been sent. Then, in the student's row, click the three dot menu and select **Track progress**.

xello	Search for students, groups, and more	٩	Ashiey Harn Misin Street Public Scho ~
	Transcripts	×	
	Alcasos	^	
	Student		Delivery details
	Request 1: Student made a transcript request	_	
	Requested: Initial transcript - Jul 17, 2024 Status a ware analysis a ware analysis b w		
	Andreon, fy Discretzation Discretzation	_	
	Assup Planters, is sets DATEL	- 1	
	Destrock, Colver Destrock, States	- 1	
	Distrack, Holle		
	Americki, Awa Galicen College of N., Jul 10, 2024 Jul 16, 202	Delivered Ad N, 2024	Mail Vournotes