

Requesting a Partial / Midyear / Progress Transcript or Progress Report

Seniors, if you applied to a school that is NOT part of the Common Application (e.g., CSU, UC, individual college application, etc.), it is your responsibility to confirm if your college or university requires a submission of your partial / midyear / progress transcript or progress report (*9th grade - first semester of senior year*) to be sent by your high school.

If the college or university you applied to needs your partial / midyear / progress transcript or progress report, please request your transcript in Xello.

Log in to Xello through **clever.com**. [Click here](#) for detailed directions on how to request a transcript in Xello. You can also log into Xello to check the status of a requested transcript in connection with the Parchment program.

When communicating with college admissions representatives regarding your transcript submission from your high school, always share the Parchment ID located in your Xello account.

Please remember to request transcripts from any other schools or colleges you may have attended other than SRHS (Out of district, Charter Schools, out of country, CBE through CTE courses, San Diego Community College District, etc.). Scripps Ranch is unable to send transcripts outside of SRHS on your behalf.

Thank you, The SRHS Registrar's Office

4/25/25