REQUESTING TRANSCRIPTS USING XELLO
Stop in Student Services if you have any questions.

1. Log into **Xello** through Classlink using your Kimberly Google Sign-in
2. Under **Quick Links** (top right), click on **College Planning**
3. Click **Create Your First Application/New Application under College Applications**
   *This is not a college application.
4. Search your college/university
5. Select your college/university and click next at the bottom right.
6. Click on **Application Method**: Choose Institution from list
7. Select **Admission Type**: Choose any option
8. Select **Application Deadline** ~ Choose a date you want the transcript to be sent and **then click create** in the bottom right. There is a 48 hour processing time for all transcript requests.
9. Click **Request** on transcript tab (Your transcript will now be processed).

Did you use the Common App to apply to colleges? ~ Follow these instructions to submit your transcript request.

1. Log into **Xello** through Classlink using your Kimberly Google Sign-in
2. Under **Quick Links** (top right), click on **College Planning**
3. Click **Create Your First Application/New Application under College Applications**
   *This is not a college application..
4. Search your college/university
5. Select your college/university and click next at the bottom right.
6. Click on **Application Method**: **Choose Other (Do not choose Common App)**.
7. Select **Admission Type**: Choose any option
8. Select **Application Deadline** ~ Choose a date you want the transcript to be sent and then click create in the bottom right. There is a 48 hour processing time for all transcript requests.
   ***Seniors** requesting a **Final Transcript** ~ use the date: **June 10, 2026**
9. Click **Request** on transcript tab (Your transcript is now ready to be processed).

Requesting a Final Transcript
1. Log into **Xello** through Classlink using your Kimberly Google Sign-in
2. Under **Quick Links** (top right), click on **College Planning**
3. Click **Create Your First Application/New Application under College Applications**
    a. *This is not a college application.
4. Search your college/university
5. If you previously sent a transcript to this college, you will notice the school is greyed out.
6. Click on the picture of the college.
7. Then click next on the bottom right hand corner of your screen.
8. Click on **Application Method**: Choose Other
9. Select **Admission Type**: Choose Regular Decision
10. Select **Application Deadline** ~
    a. ***Seniors** graduating in January use the date **January 31, 2026**
    b. ***Seniors** requesting a **Final Transcript** ~ use the date: **June 10, 2026**
    c. It will say, **"Oops! Something went wrong. Try again".**
11. Click on the 3 dots and select Final Transcript (Your transcript will now be processed).

Post Graduation Access to Xello
Once your high school SSO is no longer available, you will sign in through the Xello login page: https://login.xello.world. Your Username is KIM- followed by the 2-digit year you graduated with the first initial of your first name and your last name (ex. KIM-24jsmith.) If you've forgotten your password, click Having trouble signing in? to have reset instructions sent to your personal email rather than an inaccessible school email address.

To request a transcript, follow the directions listed on the top of the page starting at #2.

All transcripts requested are sent electronically. If a university has an application tracker, it may take 1 - 2 weeks to show up on the tracker.