



How To Request a Transcript

1. Students should log in by going to the [Belleville School Website-Portal-Clever-School Resources-"Xello"](#).
2. From the Student Dashboard, under Goals & Plans, click "College Planning".
3. Next click on "Create New Application"(if the first time), otherwise click "View My Applications" to see a specific college already selected.
 - If creating a new application:
 - On the next page, search for the institution and click "Select", then "Next" to add details.
 - Enter the admission type and the application deadline. This could be the actual application deadline or an earlier deadline that you would like to set for yourself (this has no effect on your application), then click "Create".
4. The next page is the profile of the application, which includes requirements checklist.
5. Under the Requirements Checklist find "Transcript", click on "Request".
 - A banner at the top of the screen will indicate the request was sent.

**If you plan to send a recommendation letter you would do this on the same screen. If "Recommendation Letters" is not below the transcript line, you click on the "+ Add Task" and add recommendation letters. Then click on "Request" and complete the next screen. Note you do need to write a short email to your recommender.*