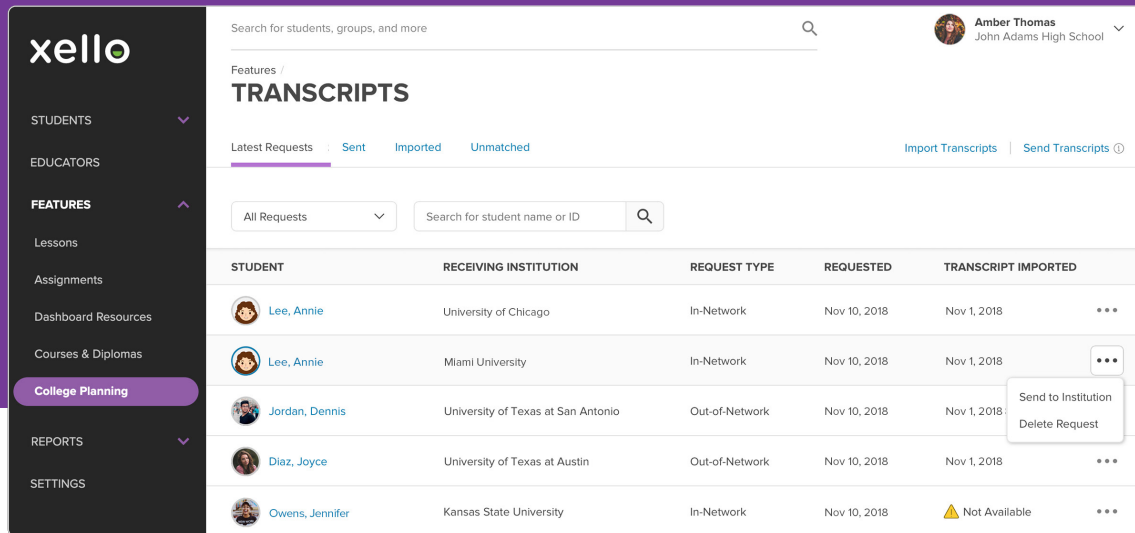


# How Educators Send Requested Transcripts

After students have requested that their transcript be sent to the colleges of their choice, you can view their requests, import and send their transcript, and then track the progress.

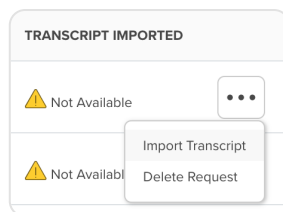


## ● Access the Transcript Tool

From your educator account, under **Features**, click **College Planning**, and select **Transcripts**. The first page will be the list of all student transcript requests by default ordered by urgency. To return to this page, click the **Latest Requests** tab.

## ● Import a Transcript

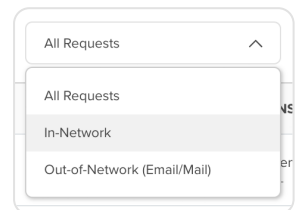
If a student's transcript hasn't been imported yet, and is identified as **Not Available**, click the three dot menu to the right of the student name, select **Import Transcript** and follow the prompts.



💡 To import multiple student transcripts at once, click **Import Transcripts** from the top right of any screen in the transcript tool and follow the prompts.

## ● Send a Transcript In-Network

Schools identified as **In-Network** are institutions that accept transcripts digitally. Click the three dot menu to the right of the student name and select **Send to Institution**.



💡 To send all available In-Network requests at once, filter the requests by clicking the **All Requests** dropdown and selecting **In-Network**, then click **Send All** located at the bottom of the page.

## ● Send a Transcript Out-Of-Network

Some transcripts will be identified as **Out-Of-Network** because the school has arranged to accept transcripts via email or post mail options.

- Click **Send to Institution by Email** to enter the registrar's email address.
- Click **Add Date Sent by Mail** to track when the transcript was sent via post mail.

REQUEST TYPE	REQUESTED	TRANSCRIPT IMPORTED	
Out-of-Network	Oct 17, 2018	Aug 23, 2018	⋮
Out-of-Network	Oct 17, 2018	Aug 2	<ul style="list-style-type: none"> <li>Send to Institution by Email</li> <li>Add Date Sent by Mail</li> <li>Delete Request</li> </ul>
Out-of-Network	Oct 22, 2018	Oct 30, 2018	⋮

## ● Track Transcripts

To view all the transcripts that have been sent, click on the **Sent** tab at the top of the page. To see the progress of a transcript for an individual student, click on the three dot menu to the right of the student name and select **Track Progress**.

TRANSCRIPT STATUS	
Sent to Institution Sep 25, 2018	⋮
Sent to Institution Oct 18, 2018	Track Progress

## Congrats! You're on your way!

Questions? We've got your back! Reach us at [help@xello.world](mailto:help@xello.world) or +1 (800) 965-8541 and check out [help.xello.world](http://help.xello.world) for more information.

