



## HOW TO REQUEST TRANSCRIPTS

### *HOW TO REQUEST AN ELECTRONIC TRANSCRIPT ON XELLO*

1. Go to your Clever Account and find the Xello application.
2. At the top of the page, click Plans, then click College Planning.
3. Click Create New Application on the top right side. This is where you will make your requests for transcripts.
4. Use the search bar to find your school, click Select, click Next
5. Add Details, click Create.
6. Next to Transcript, click Request.
7. Remember to check on the progress of your transcript request.

### *HOW TO REQUEST A PRINTED COPY TRANSCRIPT*

To purchase a printed copy of your transcript, go to the Cypress Bay website, scroll down to **Online Payments** then scroll down again to **Transcript Request Payment**.

Or, you can come into the Registrar's Office where we will print it at that time. The cost is \$2 cash. You can come between the hours of 7:30 am and 2 pm Monday through Friday.

### *COMMON APPLICATION*

*Schools on the Common Applications send a link to your Guidance Counselor through Common Application to upload the transcript free of charge.*

### *WHEN WILL MY COLLEGE/UNIVERSITY RECEIVE MY TRANSCRIPT*

Transcript requests are processed daily. When your transcript will be received by the institution, varies with each institution. If a college/university contacts you and says they have not yet received your transcript, please verify (in Xello) that your transcript has been sent and inform them of the method of submission and when it was sent. If the college/university asks for another copy, submit another request through Xello. If still not received, you can come into the Registrar's Office and request a printed copy, \$2 fee, and mail it to them yourself