



2025 XELLO TRANSCRIPT REQUEST

IMPORTANT:

You need to log into Xello from the LUHS website and use your LUHS Google credentials
It will NOT work if you do not go through Lakeland Union High School

STEPS to FOLLOW:

Go to the [LUHS homepage](#)

Click on the SERVICES button on the top black bar

Click on STUDENT SERVICES

Click on the XELLO button

[Log in as a student](#) from the Xello page

Once logged in to Xello:

1. Click on COLLEGE PLANNING (on the right)
2. Click on CREATE A NEW APPLICATION (on the right)
3. Search for the institution (it's picky with spelling)
4. Click on SELECT COLLEGE
5. Click NEXT (bottom right)
6. Select ADMISSIONS TYPE and DATE (these don't really matter, just fill them out)
7. Click CREATE
8. Click REQUEST (transcript)

You are done.

Repeat the above 8 steps for all the schools.

This is a free process.