



# How to request an official Transcript

Sunnyside HS

Counseling Dept



CLICK HERE TO LEARN ABOUT INTERNET OPTIONS FOR YOUR STUDENT

**FLATS**  
FAMILY LEARNING AND TECHNOLOGY SUPPORT

**INTERNET OPTIONS FOR YOUR STUDENT**

Go to [fresnounified.org](https://fresnounified.org)





**FUSD SUPPORTS**

- Athletics
- Campus Culture
- Dress Code
- Gifted and Talented Education (GATE)
- Human Element
- Social Emotional Wellness & Support

**STUDENT RESOURCES**

- AB-104 (2020-21 Grade Changes)
- COVID-19 Guidelines
- Release of Student Directory Information
- Student Records and Transcripts

**COLLEGE & CAREER**

- AP Courses
- College and Career Readiness
- Fresno Unified Scholarship Fund
- Official SAT Practice

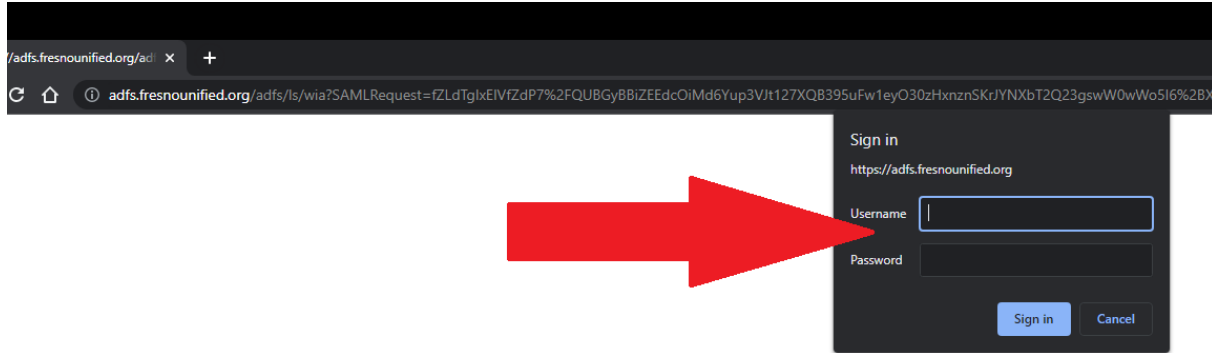
**USEFUL SITES**

- ATLAS Student Portal
- Clever
- High School Course Guide
- Khan Academy
- Xello



- Click on students and then on xello



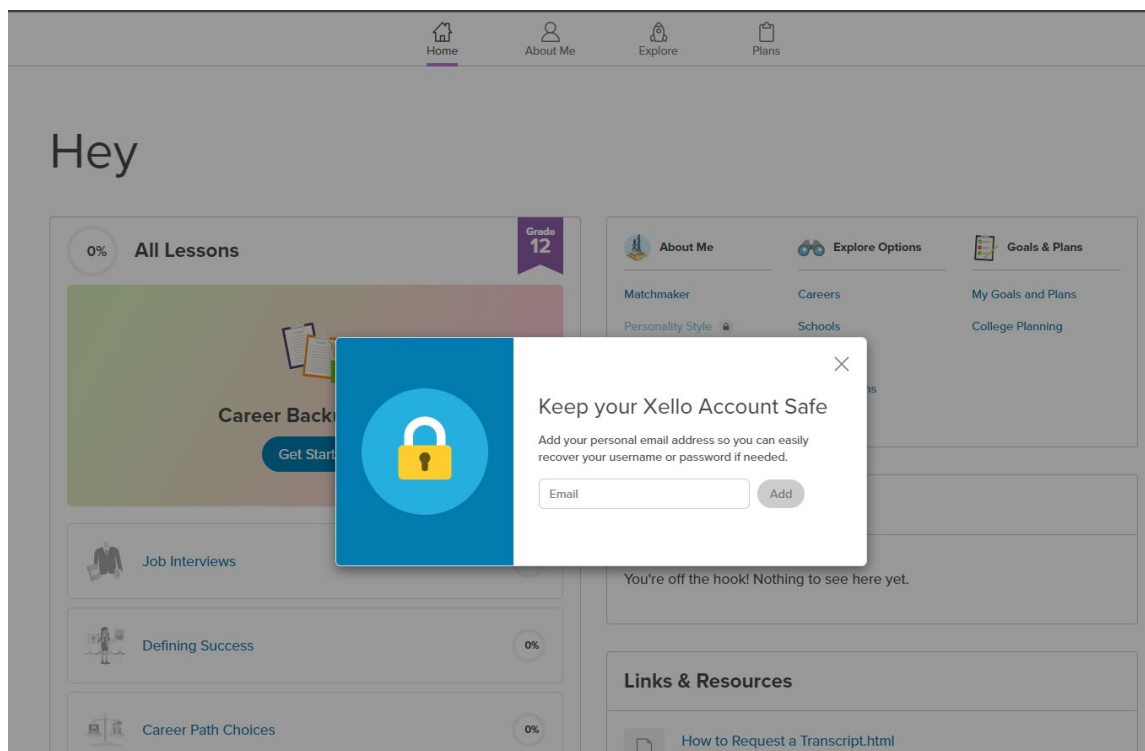


- Sign in using your Fresnou.org username and password



# Xello

- It will ask you to add a personal email. You may add a personal email or exit out from this window.





# Xello

- Under Goals & Plans, click on College Planning



Hey

0% All Lessons

Grade 12

Career Backup Plans

Get Started



Job Interviews

0%



Defining Success

0%



Career Path Choices

0%

About Me

Explore Options

Goals & Plans

Matchmaker

Careers

My Goals and Plans

Personality Style

Majors

College Planning

Mission Complete

Saved Options

Learning Style

Skills Lab

Assignments

You're off the hook! Nothing to see here yet.

Links & Resources



[How to Request a Transcript.html](#)

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## COLLEGE PLANNING

### COLLEGE APPLICATIONS

Create and track your college applications here.

Create Your First Application



View My Applications

### LOCAL SCHOLARSHIPS

Search for and manage scholarships here.

Search for Local Scholarships

View My Scholarships

Confetti me!



# Xello

- Under COLLEGE APPLICATIONS, click Create Your First Application



# Xello


- In the search bar, type in your college name, and click Select.

Cancel CREATE APPLICATION



## SELECT INSTITUTION

University of California, M

1 Institution Found

 **University of California, Merced**  
Merced, CA

Select







Cancel CREATE APPLICATION

## SELECT INSTITUTION

University of California, M

1 Institution Found

 University of California, Merced  
Merced, CA [Remove](#)

 [Next](#)



# Xello

- Once Selected, click Next.




# Xello

- Add application details. Application Method, Admission Type, Application Deadline.

Cancel Create Application

## ADD DETAILS

 University of California, Merced  
Merced, CA

Fill in your application details in the fields below:

Application method  
Select an application method

Admission type  
Select an admission type

Application deadline ⓘ


Need help?

Application method

Admission type

Ready to create a new college application? Create

Cancel Create Application

 University of California, Merced  
Merced, CA

Fill in your application details in the fields below:

Application method  
University of California Application


Admission type  
Regular Decision

Application deadline ⓘ  
03/02/2023

Need help?

Application method

Admission type

Ready to create a new college application?  Create



# Xello

- After adding details, click Create.



# Xello

- This shows your created application for your request.

xello



Home



About Me



Explore



Plans



College Applications



## UNIVERSITY OF CALIFORNIA, MERCED

Merced, CA



Method  
University of California Application



Type  
Regular Decision



Deadline  
Mar 2, 2023



### Application tasks

You may need to add more tasks to this application checklist. Check the [college website](#) to make sure you have the complete list of required tasks.

[Get it!](#)

xello

Home About Me Explore Plans

MERCED

Merced, CA

Method University of California Application

Type Regular Decision

Deadline Mar 2, 2023

Application tasks  
You may need to add more tasks to this application checklist. Check the [college website](#) to make sure you have the complete list of required tasks.  
[Get it!](#)

Application checklist + Add Task [Need help?](#)

Transcript Due date: Mar 2, 2023 Request Options



# Xello

- Scroll down to Application Checklist. Request your transcript by clicking Request.



# Xello

- This shows your transcript request has been submitted and will be processed by your high school.

## Application checklist [+ Add Task](#)

[Need help?](#)



Transcript

Due date: Mar 2, 2023

Options ▼

✔ Your high school is processing your transcript. If the due date is approaching and your transcript has not been sent, contact your school counselor.  
Today

🕒 Once your transcript has been delivered to the institution, you can send a new transcript request if needed.