

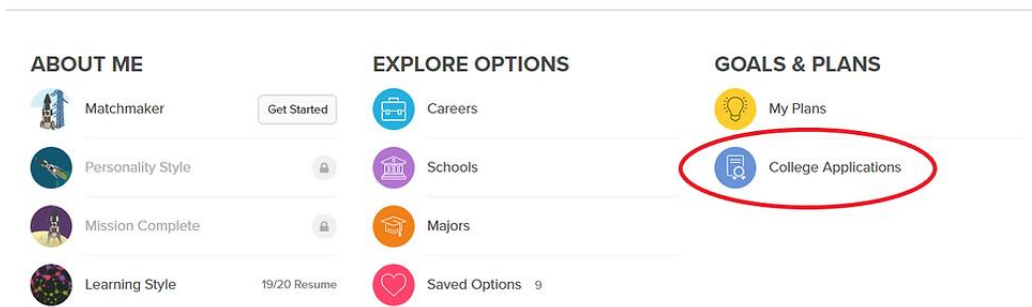
Transcript Requests

Students can now send transcripts to their school(s) of choice via their Xello account.

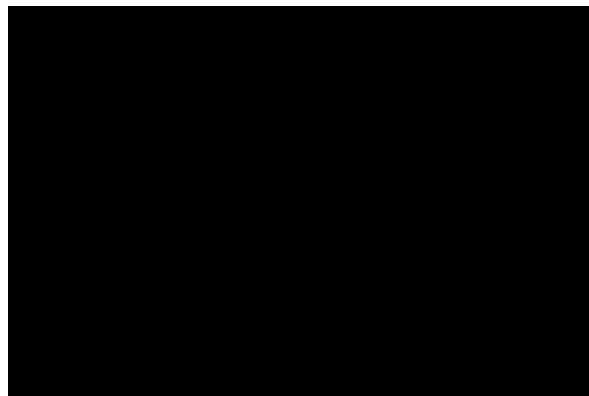
1. Log in to [Xello](#).
2. Click "College Planning."
3. Add a new application.
4. Search for and select your school.
5. Under "Admission Type," select "Regular Admission."
6. Input the application deadline for your school. If you don't know the deadline, put Nov. 1.
7. Click "Create."
8. Click the three dots next to "Transcript" and click "Request Transcript."
9. You're done!

****If you have taken dual credit courses through WSU Tech, you will need to request those transcripts separately. You can do that [here](#).**

HEY AUBRIE!



Need more help? Check out this video:



If you have already graduated from VCHS and need your high school transcript sent to a college, university or employer please make that request by contacting the district central office of USD 262 at the following phone number: 316-755-7000. If you are a current student at VCHS and would like your transcript sent to a college, university or other institution, please come by the Counseling Office and complete a Transcript Request Form.