



Transcripts - Current Student

If you are a current student at OHS, you are able to request a copy of your transcripts to be sent to an institution. You will make the request through **Xello**. Please follow these simple steps in order to make your request:

1. From their Student Dashboard, under **Goals & Plans**, students click **College Applications**.
2. From their list of institutions, they select the one to which they'd like their transcript sent.
3. Under the **Requirements Checklist** they find **Transcript**.
4. To the right, they click the three dot icon and select **Request Transcript**.
 - A banner at the top of the screen will indicate the request was sent.