Common App and Xello

Your school is integrating Xello with Common App. This means beginning August 1, you can link your Common App account with Xello to request forms from your counselor and recommendations from your teachers. Make sure you follow the steps below to link your accounts.

💡 Note: If you started working in Common App in your junior year, some of your data may have been deleted over the summer.

Before linking Common App with Xello

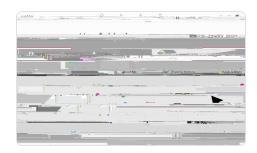You'll need to complete a few steps in Common App before you can

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Once you've signed the FERPA Release Authorization form, you'll connect your Xello account to

To link your Common App account with Xello:

1. Sign in to Xello.

2. Under Goals & Plans, select College Planning.

3. Click View My Applications
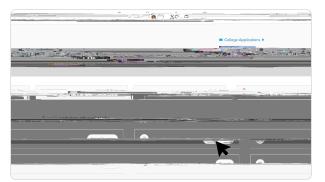
Assign a counselor to send forms

Next, you'll need to assign a counselor at your school to send the necessary forms for your application to Common App colleges.

> Watch the video: [Requesting your documents for Common App schools](#)

To assign a counselor to send your forms to Common App colleges:

1 Click on a college with the Common App logo.

2 Next to Counselor Forms, click Assign Counselor.

3 Choose the counselor at your school in charge of your transcript and Common App forms. Click Select.

> You'll only need to assign a counselor once. Selecting a counselor means that they'll send all the necessary forms to all the schools saved in your My Colleges list in Common App.

4 Click Send to return to the college page.

> A banner at the top of the page indicates success.

Request Teacher Evaluations for Common App Colleges

You'll use Xello to request a teacher write and send a Teacher Evaluation to colleges on your behalf. To send a request:

1 Click on a college with the Common App logo.

2 Next to Teacher Evaluations, click Request to open the list of teacher recommenders available at your school in Xello.

> You can also search for teachers at other schools in you district who also use Xello with Common App enabled. This search is useful if you've transferred schools or if the teacher you want as a recommender has changed schools.

3 Choose the teacher you'd like and click Select .

4 Click Send to return to the college page.