Senior Transcripts

The following information outlines the process for requesting a transcript from CGB, obtaining transcripts for college level courses, or requesting AP score reports.

Contents:

Requesting a Transcript in Xello (Current Students or Recent Graduates)
College Transcripts
AP Scores
Alumni Transcript Requests

Requesting A Transcript in Xello

1) STUDENTS: Open your XELLO account.
    a) Go to www.cgbrockets.com and go to the high school page.
    b) Under "student resources" select Xello
2) **From your Student Dashboard, under Goals & Plans, click COLLEGE PLANNING**
    a) FIRST TIME YOU ARE REQUESTING A TRANSCRIPT BE SENT TO THIS COLLEGE THROUGH XELLO:
        i) Select CREATE NEW APPLICATION
        ii) Type full name of the institution
        iii) Click SELECT to the right of the school of choice, and then click NEXT at bottom of page
        iv) Select the admission type (commonly Regular Decision) and enter application deadline
        v) Select CREATE at bottom of page
        vi) Find the box labeled TRANSCRIPT and click on the REQUEST button
    b) FINAL TRANSCRIPT REQUEST TO A SCHOOL YOU HAVE SENT A TRANSCRIPT TO THROUGH XELLO PREVIOUSLY
        i) **IF YOU INITIALLY APPLIED VIA COMMON APP:** You do not need to request final transcripts through Xello. Your school counselor will send your final transcript to your Common App Schools when final transcripts are available.
        ii) **IF YOU DID NOT INITIALLY APPLY VIA COMMON APP:** Select the VIEW MY APPLICATIONS
        iii) Click on the ACTION ITEMS to the right of the school you are requesting the Final Transcript be sent
        iv) In the Transcript box, click on OPTIONS drop down and select REQUEST A NEW TRANSCRIPT

For more information please see the following: Requesting A Transcript in Xello - there is a video tutorial on there as well. There is no cost for this service.

College Transcripts

Students who have taken any classes for college credit (dual credit through CGB, Early College Credit, or Start College Now) need to have the transcript sent from the college that credit was issued through to the college they'll be attending. There are typically fees charged for sending

college transcripts. If you have courses in progress, be sure to select the option to send after any of your current course grades are finalized or “hold for grades”.

To request your college transcripts, please use these links:
Lakeland University: https://www.parchment.com/u/registration/33846/institution
Lakeshore College (LTC):
https://gotoltc.edu/experience-lakeshore/academic-resources/transcript-request

For Early College Credit or Start College Now credits taken through other institutions, find their online transcript request on their website or call their registrar.

AP (Advanced Placement) Scores

Students who have taken an AP exam (and have not designated where they would like to have their free score report sent) will need to log into their College Board account to request their score report. There will be a $15 fee for additional score reports. Use this link for instructions:
https://apstudents.collegeboard.org/sending-scores/online

Alumni Transcript Requests

Student Xello accounts will be disabled in August following their graduation. If a student wishes to have their transcript sent as an alumni, they may do so digitally through the following process:

1. Go to the school website (www.cgbrockets.com) and go to the high school page.
2. Under “Academics” select “Transcript Request”.
3. Select the link for the Alumni Transcript Request”