

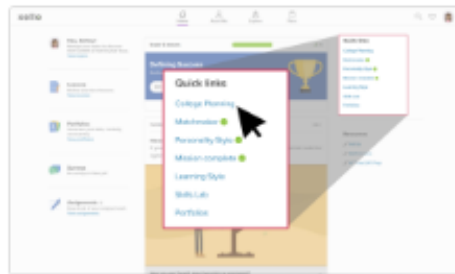
# How students track a recommendation letter request

 Educator  Xello 6-12  2 minutes

Once a student has sent a request to a referrer for a recommendation letter, they can track the progress of the letter from their student account in Xello.

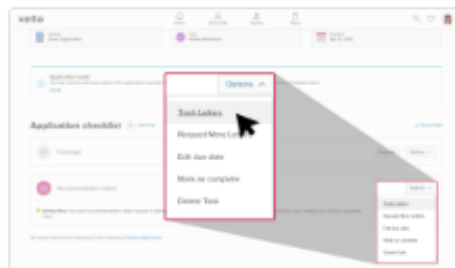
How students track a requested recommendation letter:

- 1 From their dashboard, under **Quick links**, they click **College Planning**.



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- 2 Under **College applications**, they select the institution with the letter they want to track.
  - If the institution isn't visible at the top of the list, they click **View my applications** to open their full list of college applications.
- 3 Under **Application checklist**, they find **Recommendation letters**.
- 4 To the right, they click the **Options** dropdown and select **Track letters**.



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