

# St. Francis Area Schools

St. Francis High School | Counseling Office  
3325 Bridge Street NW, St. Francis, MN 55070  
763-213-1590 | [www.isd15.org](http://www.isd15.org)

## Postsecondary Enrollment Options (PSEO) Timeline/Checklist

### STEP 1:

**Schedule an appointment with your high school counselor prior to registration each semester.**

- Stop in the Counseling Office or call 763-213-1590 to set up an appointment.
- Students must formally notify a St. Francis High School counselor by May 30 if they intend to participate in PSEO for the following school year.** Visit <http://education.state.mn.us/MDE/fam/dual/pseo/index.htm>

### STEP 2:

**Meeting with your school counselor completing the following:**

- PSEO Contract** – Turn in signed by you and parent/guardian. Discuss all points with your parents.
- PSEO Planner** – Used when registering at college (info re: PSEO, credits needed, schedule).
- 3-Part Form Notice of Student Registration** – Filled out by you, your counselor, and your parent. Mail or drop off at PSEO institution, they will fill out the third portion.

### STEP 3:

**Apply and order your official transcript through Parchment to be sent directly to the college you have chosen. Be aware of deadlines. DO NOT choose “Self-view”**

- College Application – designation as PSEO student (no fee)
- High School Transcript – Request via [www.Parchment.com](http://www.Parchment.com) (\$5.00)
- Student Notice of Registration Form – Mail completed form to college. **A new form is required at registration before each semester.**

### STEP 4:

**You will receive confirmation from the college regarding your entrance into their PSEO program.**

- Check your email or snail mail!

### STEP 5:

**If you are accepted, you will receive further information on the steps needed:**

Steps may vary from college to college but will look similar to the following:

- Schedule orientation** – see the college/tour
- Schedule Accuplacer Test** – test your college level readiness
- Schedule registration with college counselor** – Use PSEO planner and 3-part form to register for college classes
  - Take 14-15 high school credits per year to remain on track for graduation (28-30 college credits).
  - Plan to take the required courses for each grade level during the appropriate school year
- Students on an IEP or 504 plan can provide their accommodation plan to the college.
- Utilize the College’s PSEO Advisor for advice on obtaining an A.A. degree or completing Minnesota transfer curriculum for your “Generals.”

### STEP 6:

**Schedule an appointment with your high school counselor.**

- Confirm if you have been accepted to college
- Counselor will work on your schedule with you in May – part-time students will pick out SFHS classes based on availability and full-time students will be dropped from their SFHS classes
- Email or drop off copy of courses registered to your assigned high school counselor and Ms. Nancy Brunn, Registrar

### STEP 7:

**Sign up for eNews – <https://sfhs.isd15.org/our-school/enews> and utilize our website for important information including:**

- MCA, PSAT, AP, ACT testing, class meetings, scholarships and financial aid, Futures Prep requirements, cap and gown, college application deadlines, senior picture, etc.

### STEP 8:

**Check in if you have any questions/concerns and make an appointment with your counselor by calling 763-213-1590.**