

# MINNETONKA HIGH SCHOOL TRANSCRIPT RELEASE

NAME (last, first) \_\_\_\_\_

GRAD YEAR \_\_\_\_\_

BIRTHDATE \_\_\_\_\_

CELL PHONE \_\_\_\_\_

STUDENT EMAIL \_\_\_\_\_

TODAY'S DATE \_\_\_\_\_

Select Your Counselor--->

**I authorize Minnetonka High School to release my official transcript to the place(s) indicated below:**

Student's Signature \_\_\_\_\_

Parent's Signature (if under 18) \_\_\_\_\_

**COLLEGE(S) or SCHOLARSHIP\*:**

School:	College Deadline:	
	Early Action/Decision:	Y N
City/State:	Common Application?	Y N
	Counselor Recommendation Required? See #3 on right.	Y N

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	Early Action/Decision:	Y N
City/State:	Common Application?	Y N
	Counselor Recommendation Required? See #3 on right.	Y N

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	Early Action/Decision:	Y N
City/State:	Common Application?	Y N
	Counselor Recommendation Required? See #3 on right.	Y N

## How to Apply to College:

1. Submit each completed application directly to the college.
2. Using the Common App? **If yes:**
  - Complete the **FERPA Release Form** in your Common App account.
  - In **Naviance Student**, under the Colleges tab, click on "Colleges I'm applying to." Enter your Common App email address into the Common App Matching screen.
3. Does your college require a letter of recommendation from a counselor? Complete the **Senior Questionnaire** in **Naviance Student**, under the "About Me" section.
4. Does your college require a letter of recommendation from a teacher? If yes, which teachers have you asked for a letter?
  - 1 \_\_\_\_\_
  - 2 \_\_\_\_\_

Please select the teachers' names in the Letters of Recommendation section in **Naviance Student** under the "Colleges" tab.

**PLEASE ALLOW 2 WEEKS IF YOUR COLLEGE REQUIRES A LETTER OF RECOMMENDATION**

5. Contact ACT or SAT to send your official scores to each college:  
 ACT – [www.actstudent.org](http://www.actstudent.org)  
 SAT – [www.collegeboard.org](http://www.collegeboard.org)
6. Complete this Transcript Release form and submit to the College and Career Center.

**NAVIANCE STUDENT**  
[student.naviance.com/Minnetonka](http://student.naviance.com/Minnetonka)

