

# MINNETONKA HIGH SCHOOL TRANSCRIPT RELEASE

NAME (last, first)

GRAD YEAR

BIRTHDATE

CELL PHONE

STUDENT EMAIL

TODAY'S DATE

**CIRCLE YOUR COUNSELOR:**

Dave Bierly | Brad Burnham | Theresa Exenberger | Cassie Klein | Conor Maher  
Stephanie McClendon | Kendra Olson | Jennifer Stout | Christina Taylor | Amanda Wavrin

**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? Y N

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	Counselor Recommendation Required? 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)

## **Additional Information for the Common Application**

MHS School Code: 240780  
Senior Class Size: 821  
Class Rank: None  
GPA Scale: 4.0  
GPA Weighting: Weighted

### **Counselors**

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