

PSEO Enrollment Checklist

PSEO Initial enrollment: FALL SEMESTER

Before Acceptance to PSEO

- ☐ Attend virtual PSEO Information Meeting or watch [recorded session](#) with a parent or guardian.
- ☐ Fill out the [Shakopee High School PSEO Contract](#).
- ☐ Submit the PSEO Application.
- ☐ Download Adobe Acrobat Reader on your MacBook if you haven't already.
Fill out the [2025-26 Notice of Student Registration Form \(Fillable PDF\)](#) **complete portion #1 only** and send it to your counselor. Your counselor will return completed form to you to submit to your college.
- ☐ Download a copy of your transcript from Infinite Campus.
- ☐ Submit your NOSR (with sections 1 & 2 completed), transcript, and any other supporting documents requested for admission to the college you wish to attend.
 - ☐ For Normandale Community College you will submit your transcript, NOSR, and any additional documents [here](#).

ADMISSION REQUIREMENTS

Review the eligibility, deadline, and application requirements carefully before submitting your application and supplemental materials.

The screenshot shows a web page titled 'ADMISSION REQUIREMENTS' with three tabs: 'Eligibility', 'Application Deadlines', and 'Application Materials'. The 'Application Materials' tab is circled in blue. Below the tabs, there is a section titled 'COMPLETE THE TWO-PART APPLICATION PROCESS'. Under this section, there are two red buttons: '1. APPLY ONLINE HERE' and '2. SUBMIT SUPPLEMENTAL DOCUMENTS HERE'. A blue arrow points to the '2. SUBMIT SUPPLEMENTAL DOCUMENTS HERE' button. Below the buttons, there is text about submitting supplemental documents, including a list of required documents: 'A high school transcript that includes cumulative GPA', 'MN Dept of Education PSEO Program Notice of Student Registration Form', and 'Access the 2024-2025 MDE PSEO NOSR here'. At the bottom, there is a section titled 'If eligibility is not met by cumulative high school GPA, submit the following to determine eligibility:' with a list of test scores: 'ACT, SAT or PSAT, Pre-ACT, the Stanford Achievement Test (SAT10), or Iowa Assessments scores.'

After Acceptance to PSEO

- ☐ Colleges will contact you with admission decisions and next steps
 - ☐ Take any necessary placement tests
 - ☐ Attend any required orientations and/or meetings
- ☐ Once you've registered for classes at your college, email your PSEO class schedule to your School Counselor. **You will continue to have an active high school schedule until you complete this step.**
- ☐ **If you decide not to pursue PSEO at any point after this step, you should contact your School Counselor as soon as possible**

Future semesters

- ☐ Students continuing in PSEO will need to resubmit the [2025-26 Notice of Student Registration Form \(Fillable PDF\)](#) prior to registering for every semester of classes at the college level

- ☐ Students who would like to return to Shakopee High School should contact their School Counselor as soon as possible about the change

PSEO Initial enrollment: SPRING SEMESTER

Before Acceptance to PSEO

- ☐ View [PSEO Information Meeting](#) with a parent or guardian
- ☐ Discuss scheduling implications with your School Counselor
- ☐ Fill out the [Shakopee High School PSEO Contract](#).
- ☐ Submit the PSEO Application.
- ☐ Save a copy of the [2024-2025 MDE NOSR](#), **complete portion #1**, and send to your counselor. Your counselor will return completed form to you to submit to your college.
- ☐ Download a copy of your transcript from Infinite Campus.
- ☐ Submit your NOSR (with sections 1 & 2 completed), transcript, and any other supporting documents requested for admission to the college you wish to attend.
 - ☐ For Normandale Community you will submit your transcript, NOSR, and any additional documents [here](#).

ADMISSION REQUIREMENTS

Review the eligibility, deadline, and application requirements carefully before submitting your application and supplemental materials.

Eligibility	Application Deadlines	Application Materials
<p>The Office of Admissions is no longer accepting applications or supplemental documents via email. Returning students will continue to submit their updated MDE PSEO NOSR forms to Student Services.</p> <p>COMPLETE THE TWO-PART APPLICATION PROCESS</p> <p>1. APPLY ONLINE HERE</p> <p>If you have attended another Minnesota institution, use the same Star ID. Do not create a new Star ID. If you are new to the Minnesota system, you will create a Star ID during the application process.</p> <p>2. SUBMIT SUPPLEMENTAL DOCUMENTS HERE</p> <p>Submit the following supplemental documents:</p> <ul style="list-style-type: none">A high school transcript that includes cumulative GPA.MN Dept of Education PSEO Program Notice of Student Registration Form<ul style="list-style-type: none">Parts 1 and 2 of the form must be fully completed and signed by the student, parent (if student is under 18 at the time of applying), and high school contact.Access the 2024-2025 MDE PSEO NOSR here. <p>If eligibility is not met by cumulative high school GPA, submit the following to determine eligibility:</p> <ul style="list-style-type: none">Test scores (if available): ACT, SAT or PSAT, Pre-ACT, the Stanford Achievement Test (SAT10), or Iowa Assessments scores.		

After Acceptance to PSEO

- ☐ Colleges will contact you with admission decisions and next steps
 - ☐ Take any necessary placement tests
 - ☐ Attends any required orientations and/or meetings
- ☐ Once you've registered for classes at your college, email your PSEO class schedule to your School Counselor. **You will continue to have an active high school schedule until you complete this step.**
- ☐ **If you decide not to pursue PSEO at any point after this step, you should contact your School Counselor as soon as possible**
- ☐ **Create a transition plan with your 2nd quarter SHS teachers
 - ☐ How will you complete coursework for Q2?
 - ☐ How will you attend class at SHS?

Future semesters

- ☐ Students continuing in PSEO will need to resubmit the [PSEO Notice of Student Registration](#) prior to registering for every semester of classes at the college level
- ☐ Students who would like to return to Shakopee High School should contact their School Counselor as soon as possible about the change