

Date of email: 5/10/2024 – **Action Required: Send Grades to High School Counselor**

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PSEO Students,

Final grades have been posted for spring semester! Please keep in mind that it is your responsibility to send your grades to your high school counselor.

***Try to complete this action step ASAP or you may risk graduating high school.***

- **Step 1:** Login to [e-services](#)
- **Step 2:** Click on 'Academic Records' on the lefthand side
- **Step 3:** Select 'Unofficial Transcripts'
- **Step 4:** Select 'Get Academic Record'
- **Step 5:** Download transcript & send to counselor

**VIDEO:** [How to Access Your Unofficial transcript](#)

Thanks!

**Rachel Hoehn**

Assistant Director of the PSEO Office | she/her/hers  
313 Armstrong Hall | Minnesota State University, Mankato  
507-389-1497 | [PSEO Website](#)

**Virtual appointment: [SCHEDULE ADVISING MEETING](#)**