



Recommendation Letter and Transcript Request Due Dates *Class of 2017*

Please note that these dates are the last possible day to make your requests.
Requests that are received later than the recommended due dates may not be ready by the college deadlines.

*You may have college deadlines other than the ones listed here – below are the most common. Look at your calendar and **count 20 school days** back from the college deadline - DO NOT count holidays, weekends or HCPSS “schools closed for students” days - to find the due date for your transcript and letter requests. The 20 school days is a courtesy given to the teachers and counselors so they can do the best job possible on your letter of recommendation.*

♦ **Remember you DO NOT have to wait until these deadlines.**
The earlier your requests are made, the smoother the process will be!

<u>College Deadline</u>	<u>Last date student can turn in requests</u>
October 15, 2016	September 14, 2016
November 1, 2016	September 29, 2016
November 15, 2016	October 13, 2016
December 1, 2016	October 26, 2016
December 15, 2016	November 14, 2016
*January 1, 2017 (<i>December 23, 2016</i>)	*November 22, 2016
January 15, 2017	December 9, 2016
February 1, 2017	January 2, 2017
February 15, 2017	January 17, 2017
March 1, 2017	January 30, 2017
April 1, 2017	March 3, 2017
May 1, 2017	March 24, 2017

***Due to this deadline being during Winter Break, requests must be made in 20 days prior to the last school day before the Break (*shown next to deadline*) as opposed to the deadline.**

Note: Mid Year Reports will be submitted no later than February 24, 2017.