



## Recommendation Letter and Transcript Request Due Dates *Class of 2016*

***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, 2015	September 15, 2015
November 1, 2015	September 30, 2015
November 15, 2015	October 16, 2015
December 1, 2015	October 29, 2015
December 15, 2015	November 12, 2015
*January 1, 2016 ( <i>December 23, 2015</i> )	*November 23, 2015
January 15, 2016	December 10, 2015
February 1, 2016	January 4, 2016
February 15, 2016	January 13, 2016
March 1, 2016	January 28, 2016
*April 1, 2016 ( <i>March 24, 2016</i> )	*February 26, 2016
May 1, 2016	March 23, 2016

**\*Due to these deadlines being during Winter or Spring 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 29, 2016.