



Recommendation Letter and Transcript Request Due Dates *Class of 2020*

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, 2019	September 12, 2019
November 1, 2019	October 2, 2019
November 15, 2019	October 17, 2019
December 1, 2019	October 30, 2019
December 15, 2019	November 13, 2019
*January 1, 2020 (<i>December 18, 2019</i>)	*November 22, 2019
January 15, 2020	December 6, 2019
February 1, 2020	January 2, 2020
February 15, 2020	January 16, 2020
March 1, 2020	January 31, 2020
April 1, 2020	March 4, 2020
May 1, 2020	March 25, 2020

***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 25, 2020.