

Recommendation Letter & Transcript Request Due Dates

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.

Note: it is strongly recommended that you submit your request(s) prior to the deadline listed below.

<u>College Deadline</u>	<u>Last date student can turn in requests</u>
October 15, 2022	September 15th
November 1, 2022	October 1st
November 15, 2022	October 15th
December 1, 2022	November 1st
December 15, 2022	November 15th
*January 1, 2023	*November 22nd
January 15, 2023	December 9th
February 1, 2023	December 21st
February 15, 2023	January 15th
March 1, 2023	February 1st
April 1, 2023	March 1st
May 1, 2023	April 1st

***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 mid-February 2023.