



Recommendation Letter and Transcript Request Due Dates *Class of 2022*

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, 2021	September 17, 2021
November 1, 2021	October 1, 2021
November 15, 2021	October 14, 2021
December 1, 2021	October 28, 2021
December 15, 2021	November 12, 2021
*January 1, 2022 (December 22, 2021)	*November 22, 2021
January 15, 2022	December 9, 2021
February 1, 2022	January 3, 2022
February 15, 2022	January 13, 2022
March 1, 2022	January 28, 2022
April 1, 2022	March 4, 2022
May 1, 2022	March 25, 2022

***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, 2022.