Recommendation Letter & Transcript Request Due Dates

Please note that these dates are the last possible day to complete your requests. Students are encouraged to submit all material as early as possible.

ALL OF THE FOLLOWING STEPS MUST BE COMPLETED PRIOR TO THE DUE DATES BELOW.

1) Submitting Waiver of Rights and Records Release Form
2) Personally asking teachers to write your letter
3) Completing the teacher information form
4) Sending the Naviance request to each teacher
5) Completing the counselor information form
6) Matching Common App to Naviance
7) Adding colleges to the Naviance "Colleges I'm applying to tab"

Requests that are completed later than the 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.*

College Deadline	Last date student can turn in requests
October 15, 2023	September 14th
November 1, 2023	October 4th
November 15, 2023	October 17th
December 1, 2023	October 28th

Note: Mid-Year Reports will be submitted no later than mid-February 2024.