

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.

Complete 20 days prior to your first college deadline. This can be completed starting spring Junior year.

- 1) Submitting [Waiver of Rights and Records Release Form](#)**
- 2) Personally asking teachers to write your letter**
- 3) Completing the teacher information form**
- 4) Completing the counselor information form**

Complete 20 days prior to your first college deadline BUT not before August 20.

- 4) Sending the Naviance request to each teacher**
- 5) Matching [Common App to Naviance](#)**
- 6) Adding colleges to Naviance or Common App**

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 are given to the teachers and counselors so they can do the best job possible on your letter of recommendation.*

<u>College Deadline</u>	<u>Last date student can turn in requests</u>
October 15, 2025	September 15th
November 1, 2025	October 1st
November 15, 2025	October 15th
December 1, 2025	October 24th

Note: Mid-Year Reports will be submitted no later than mid-February 2026.