



Recommendation Letter and Transcript Request Due Dates *Class of 2021*

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, 2020	September 17, 2020
November 1, 2020	October 5, 2020
November 15, 2020	October 19, 2020
December 1, 2020	November 3, 2020
December 15, 2020	November 17, 2020
*January 1, 2021	*November 23, 2020
January 15, 2021	December 10, 2020
February 1, 2021	January 3, 2021
February 15, 2021	January 18, 2021
March 1, 2021	February 1, 2021
April 1, 2021	March 4, 2021
May 1, 2021	March 26, 2021

***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, 2021.