**COUNSELING OFFICE**

**TRANSCRIPT & RECOMMENDATION**

**REQUEST DEADLINES**

**2019-2020**

**College Application Deadline Counseling Office Deadline**

(For requesting Transcripts & Recommendation Letters)

Tuesday, October 15th Tuesday, September 17th

Friday, November 1st Tuesday, October 1st

Friday, November 15th Tuesday, October 15th

Sunday, December 1st Friday, November 1st

Sunday, December 15th Friday, November 8th

Wednesday, January 1st Friday, November 22nd

Wednesday, January 15th Wednesday, December 4th

Saturday, February 1st Thursday, January 9th

Saturday, February 15th Friday, January 17th

Sunday, March 1st Monday, February 3rd

1. The Counseling Office Deadlines are the **last day** for you to:
   1. Ask your teacher for a recommendation (some teachers will require more time).
   2. Complete the Counselor Survey in Naviance **and** ask your counselor for a recommendation. Counselor recs are not always needed; but they are required for all Common App applications and many others.
   3. Request an official transcript by paying $3 per transcript via check/cash to Mrs. Schechter in Counseling.
2. The above timelines must be followed to allow your Counselors and Teachers ample time to provide quality service for each student.
   1. These two – four week early notices permit the person writing your recommendation to present you and your application in the best possible way to the colleges of your choice.
   2. If these deadlines are not met, we cannot guarantee your application will be given the time and energy it deserves for maximum consideration.
3. You don’t need to complete your actual college application by the Counseling Office Deadlines. Just make the appropriate requests by the deadlines.
4. To accommodate the Thanksgiving and Winter Breaks, some of the Counseling Office deadlines are three to four in advance of the college deadline. Plan accordingly!!