

Class of 2012

Transcript Packet Requests Due Dates And Teacher Letters of Recommendation Due Dates

Please note that these dates are **the last possible day to turn in your requests**. Requests that are received later than the recommended due dates will not be ready by their college deadlines.

You may have college deadlines other than the ones listed here. Look at your calendar and **count 10 school days** back from the college deadline – DO NOT count holidays or weekends – to find the due date for your Transcript Packet Request, and **15 school days** back for your Teacher/Counselor Letter of Recommendation requests.

*****Remember: the earlier they are turned in to the Registrar or requested from your teacher/counselor, the smoother the process will be for you.*****

<u>Mailing Date</u>	<u>Transcript Packet Request to Registrar Due By:</u>
November 1, 2011	October 15, 2011
December 1, 2011	November 11, 2011
December 15, 2011	November 30, 2011
January 1, 2012	December 8, 2011
January 15, 2012	January 3, 2012
February 1, 2012	January 14, 2012
February 15, 2012	January 31, 2012
March 1, 2012	February 11, 2012