

Deadlines

To ensure that all college and scholarship applications are completed and submitted in a timely manner it is imperative that students abide by the important deadlines and the deadline policies that have been put in place.

Important deadlines are as follows:

- Students must request letters of recommendations from teachers no later than October 7, 2011.
- Teachers must submit all letters of recommendations to the Counseling Center no later than October 28, 2011.
- Students must turn in all college applications, with transcript request forms, no later than November 23, 2011.

The deadline policies are as follows:

- Any student requesting a transcript, whether for college applications, scholarship applications, or other reasons, must fill out a transcript request form and allow the counselor at least 10 business days to process that request, before the specified due date. There will be no guarantees that a transcript will be sent before the deadline if the policy is not followed.
- As per the parent handbook
 - ***Applications for Colleges and Scholarships** - Applications for colleges and scholarships should be received by the counseling center for processing **10 working days** before they are due to be received by the college or scholarship agency. This is necessary to expedite the application process and to minimize the possibility of any error in processing. Seniors are **strongly encouraged** to meet this **ten working days** deadline in order for the applications to be reviewed and completed on time. The first transcript request is free. All subsequent transcripts request will incur a \$2 per transcript fee. **A \$10 transcript fee will be charged for each application submitted within five working days of its due date.** The counseling center cannot guarantee that a deadline will be met if processing is requested less than five working days before the due date.

