

## College Application Deadline Chart

Requests for transcripts and recommendation letters for college and scholarship applications are processed in order of priority and deadline and should be received by the Guidance and Counseling Center for processing 15 school days before they are due to be received by the college or scholarship agency. This is necessary to expedite the application process and to eliminate the possibility of any error in processing.

To request an official transcript (along with a School Report or recommendation), students must submit the Transcript Request and Application Checklist (TRAC) form to the Guidance and Counseling Department **15 or more school days prior to the actual mailing/submission deadline**. Please note the fee schedule below if TRAC form is received after the given deadline.

Transcript Fees	
Request received 15 or more school days before the application's mailing deadline	FREE
Request received 10-14 school days before the application's mailing deadline	\$10 per transcript
Request received 6-9 school days before the application's mailing deadline	\$15 per transcript
Request received 5 or less school days prior to the application's mailing deadline	\$20 per transcript

**The Guidance and Counseling Department cannot guarantee that a deadline will be met if processing is requested LESS than five school days before the mailing deadline.**

On the opposite side of this document, you will see a chart that contains a listing of the most common application deadline dates and the corresponding dates that all materials must be submitted to the Guidance and Counseling Department to meet college or university's deadline.

College Application Deadline	<b>AHS DEADLINE</b>  <b>15 school days prior to college application deadline</b>	Late submission to AHS Guidance and Counseling Department  10-14 school days prior to mailing/submission deadline  <b>\$10 late fee (per application)</b>	Late submission to AHS Guidance and Counseling Department  6-9 school days or less prior to mailing/submission deadline  <b>\$15 late fee (per application)</b>	Late submission to AHS Guidance and Counseling Department  5 school days or less prior to mailing/submission deadline  <i>No guarantee that deadline will be met at this late date</i> <b>\$20 late fee (per application)</b>
October 1	<b>September 9</b>	September 12-16	September 19-22	September 26-30
October 15	<b>September 20</b>	September 21-28	September 29-October 4	October 5-11
November 1	<b>October 6</b>	October 7-18	October 19-24	October 25-31
November 15	<b>October 21</b>	October 24-28	October 31-November 3	November 4-10
December 1	<b>November 2</b>	November 3-9	November 10-17	November 18-30
December 15	<b>November 18</b>	November 21-December 1	December 2-7	December 8-14
January 1	<b>November 21</b>	November 28-December 2	December 5-8	December 9-15
January 15	<b>December 9</b>	December 12-16	January 3-6	January 9-13
February 1	<b>January 10</b>	January 11-18	January 19-24	January 25-31
February 15	<b>January 25</b>	January 26-February 1	February 2-7	February 8-14
March 1**	<b>FEBRUARY 1</b>	February 2-8	February 9-14	February 15-23
March 15**	<b>FEBRUARY 13</b>	February 14-22	February 23-March 7	March 8-14
April 1	<b>March 9</b>	March 10-16	March 17-22	March 23-29

It is the student's responsibility to determine the deadline date from the college or scholarship agency and turn in the required paperwork to the Guidance and Counseling Department by the proper deadline. \*\*No applications or scholarships will be accepted or processed during **Mission Week 2023**.