

## 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 submission deadline**. Please note the fee schedule below if TRAC form is received after the given deadline.

Transcript Request & Application Checklist (TRAC form) Fee Schedule	
Request received 15 or more school days before the applicant's deadline	NO FEE
Request received 10-14 or more school days before the applicant's deadline	\$10 per TRAC Form
Request received 6-9 or more school days before the applicant's deadline	\$15 per TRAC Form
Request received 5 or more school days before the applicant's deadline	\$20 per TRAC Form

**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 (Monday)</b>	September 10-16	September 17-20	September 23-27
October 15	<b>September 19 (Thursday)</b>	September 20--26	September 27-October 2	October 3-9
November 1	<b>October 7 (Monday)</b>	October 8-17	October 18-23	October 24-30
November 15	<b>October 23 (Wednesday)</b>	October 24-30	October 31-November 5	November 6-13
December 1	<b>November 4 (Monday)</b>	November 5-12	November 13-18	November 19-25
December 15	<b>November 19 (Tuesday)</b>	November 20-26	December 2-5	December 6-12
January 1	<b>November 26 (Tuesday)</b>	December 2-6	December 9-12	December 13-19
January 15	<b>December 10 (Tuesday)</b>	December 11-17	December 18-January 6	January 7-13
February 1	<b>January 8 (Wednesday)</b>	January 9-15	January 16-22	January 23-29
February 15	<b>January 23 (Thursday)</b>	January 24-30	January 31-February 5	February 6-12
March 1**	<b>January 29 (Wednesday)</b>	January 30-February 5	February 6-11	February 12-20
March 15**	<b>February 11 (Tuesday)</b>	February 12-20	February 21-March 5	March 6-12

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 2025.\*\***