

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	AHS DEADLINE 15 school days prior to college application deadline	Late submission to AHS Guidance and Counseling Department 10-14 school days prior to mailing/submission deadline \$10 late fee (per application)	Late submission to AHS Guidance and Counseling Department 6-9 school days or less prior to mailing/submission deadline \$15 late fee (per application)	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> \$20 late fee (per application)
September 15	August 22 (Friday)	August 25-29	September 2-5	September 8-12
October 1	September 10 (Wednesday)	September 11-17	September 18-23	September 24-30
October 15	September 18 (Thursday)	September 19-25	September 26-October 1	October 2-14
November 1	October 6 (Monday)	October 7-17	October 20-23	October 24-30
November 15	October 23 (Thursday)	October 24-30	October 31-November 5	November 6-13
December 1	November 3 (Monday)	November 4-11	November 12-17	November 18-24
December 15	November 18 (Tuesday)	November 19-December 1	December 2-5	December 8-12
January 1	November 25 (Tuesday)	December 1-5	December 8-11	December 12-18
January 15	December 11 (Thursday)	December 12-18	December 19-January 7	January 8-14
February 1	January 8 (Thursday)	January 9-15	January 16-22	January 23-29
February 15	January 23 (Friday)	January 26-30	February 2-5	February 6-12
March 1**	January 28 (Wednesday)	January 29-February 4	February 5-10	February 11-19
March 15**	February 11 (Wednesday)	February 12-20	March 2-5	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 2026.****