

Very Important Deadlines

You **must** give at least **10 school days notice** when you request transcripts or counselor forms to be completed from Mrs. Kirby and when you ask anybody to write you a letter of recommendation. Don't forget that breaks and days off of school do not count as school days!

All requests are completed on a first come, first serve basis, and any requests made with less than 10 days notice may not be done in time to meet the deadline. It is your responsibility to make your requests on time!

Common Due Dates:

If your deadline is:

Request by:

October 1

September 16

November 15

November 1

December 1

November 12

January 1

December 6

January 15

January 3

February 1

January 18

March 30

March 16

April 15

April 1

May 1

April 11