

Student Name  
Address  
Albany, CA 94706  
Phone: (510) 525-0000

September 26, 2016

Mrs. Grogans  
AHS Counselor  
Albany High School  
603 Key Route Blvd.  
Albany, CA 94706

RE: Secondary School Reports

Dear Ms. Grogans:

Listed below are the colleges I am applying to for admission in the Fall of 2017, which require submission of Secondary Reports from my high school counselor. Please note that I am separating colleges/universities that accept electronic submissions and those that require mailing.

**Colleges accepting electronic submissions**

Arizona State University  
University of Washington  
Occidental College  
Lewis & Clark College  
University of Maine

**Deadlines**

11/1/15 Early Decision  
12/1/15 Honors Program – letter of rec only  
1/10/16  
1/15/16  
rolling

**Colleges that do not accept electronic submissions**

Georgetown University  
Southern Oregon University

**Deadlines**

1/10/16  
2/15/16

I've enclosed pre-addressed, self-sealing envelopes for these schools.

Should you have any questions concerning my applications to any of the above colleges, please do not hesitate to call me at the phone number I've given above. You can also reach me by email at the following address:

[IllbreadybySept26@gmail.com](mailto:IllbreadybySept26@gmail.com)

Thank you for your support.

Sincerely,

Applying Student Name