



Transcript Request Form

(please print)

Last Name: _____ First: _____ M.I. _____

Street Address: _____ Apt. No: _____

City: _____ State: _____ Zip Code: _____

Phone (____) _____ - _____ Date of Birth: ____/____/____

OSIS: _____

Name of School, if attended before 1984:

- Music & Art
- Performing Arts

Date of Graduation or Dates of Attendance: _____

Send to: Name/Organization _____

Street Address _____

City/State/Zip _____

Other (SAT scores, immunization records, etc.) _____

Please enclose a \$5.00 Money Order (no cash or checks accepted) payable to:
LaGuardia High School for each transcript requested.

Mail Form to: F.H. LaGuardia High School
Records Office
Transcript Request
100 Amsterdam Ave.
New York, NY 10023

Transcript Requests are generally processed within 3 schools days from the date your request is received by the Records Office.

Student Signature x _____ Signature Authorizes Release of Records.

(10/16/06)

LaGuardia Arts Transcript Information Guide

General Information

Transcript Requests are typically processed within three business days from the date your request is received by the Records Office.

There are no "RUSH" transcript services.

Transcripts cannot be faxed.

We do not have a "pick up" service. However, on occasion we may find it necessary to allow a student to pick up a transcript. If we do so, keep mind that all pick-up copies must be ordered in advance, and an appointment to pick up the transcript must be made.

Fees

The cost for each transcript is \$5.00.

Money Orders are to be made payable to "LaGuardia High School."

Cash or checks are not accepted.

General Information

For additional questions, please contact:

Records Room: 212-496-0700 ext. 2207