



HIGH SCHOOL OF AMERICAN STUDIES AT LEHMAN COLLEGE
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Directions for Requesting High School Transcripts: Current Students
For non-college purposes

Send your request to Ms. Michele Harris at mharris4@schools.nyc.gov

Please include the following information in your email:

1. What is the transcript needed for? If it is for a program please provide the name and website of the program.
2. How will the transcript be delivered? (Email, uploaded to a website, snail-mailed, faxed or given to you directly) Please provide any of the necessary contact information.
3. Does the transcript need to be official (signed and sealed, or sent from a school official's email)?
4. What is the due date (please allow 10 school days for your request)?
5. Is a written letter of recommendation from a teacher or guidance counselor required for this program? Please specify: If a teacher letter is needed please make those arrangements directly with your teacher.
6. Please include any additional or relevant information.