



HIGH SCHOOL OF AMERICAN STUDIES AT LEHMAN COLLEGE
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Principal

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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.

All transcript requests should originate from the students' own email address.