



# LA SALLE ACADEMY

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## Transcript Request (Print clearly)

Date of Request: \_\_\_\_\_

Complete Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

DOB: \_\_\_\_\_

SS#: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Date Graduated: \_\_\_\_\_

Parent's Names: \_\_\_\_\_

Last Address Known to LSA: \_\_\_\_\_

Official copies (Mail to third party only)     Non-Official copies    How many copies? \_\_\_\_\_

Where would you like us to send your transcript? (Print clearly below: the name and address of the person, agency or institution you wish to receive this transcript).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WILL YOU PICK UP TRANSCRIPT? \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

### REGULATIONS GOVERNING TRANSCRIPTS OF RECORD:

1. For each transcript of record issued, the **fee is five (\$5.00) dollars**. Remittance must be received prior to mailing. Make checks payable to: *La Salle Academy*
2. Requests will be honored as quickly as possible in the order of application.
3. There are two types of transcripts:
  - (a) **OFFICIAL transcripts**: are sent to a college, university, a State or Federal agency, etc. In no case will an Official Transcript be sent directly to a student.
  - (b) **UNOFFICIAL transcripts**: for a student's personal or general use, does not bear the official seal of La Salle Academy, these may be sent directly to the student.