



LA SALLE ACADEMY

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Transcript Request (Print clearly)

Date of Request: _____ D.O.B: _____
Date Graduated: _____ or I am a non-graduate of La Salle
SS# (optional): _____
Complete Name: _____
Current Address: _____
City, State, Zip: _____
Contact Phone #: _____ E-Mail: _____
Parent Names: _____

Payment Via: Check Cash Visa/MC# _____ Exp: /

Official copies Non-Official copies How Many Copies? _____ CVV# _____

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 the Non-Official Transcript? _____ Signature: _____

Regulations Governing Transcript of Record:

- As of July 1st, 2011, we now accept MC/ Visa to process transcript fees. For transcript of record issued, As of Sept. 1st, 2019 the **fee is Fifteen (\$15.00) dollars**. Remittance must be received prior to mailing.
- Make checks payable to: *La Salle Academy*
- Request will be honored as quickly as possible in the order of the application. Time to process: 3-5 days.
- There are two types of transcripts:
 - OFFICIAL transcripts:** are sent to a college, university, a State or Federal agency, etc. A signature and seal are placed on the transcript and envelope must remain sealed to remain official.
 - UNOFFICIAL transcripts:** for alumni and/ or a student's personal or general use. It does not bear the official school seal of La Salle Academy nor a signature. But it may be sent directly to the student without parental consent.