

## **Alumni Transcript Request Form**

Instructions: Send your transcript along with a \$5.00 Money Order per transcript payable to Francis Lewis High School (no cash or personal checks accepted) to:

Francis Lewis High School

Attention: Alumni Transcripts

58-20 Utopia Parkway

Fresh Meadows, New York 11365

Transcript requests take 2 to 3 weeks to process.

Today's Date:

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

(Please print Last Name, First Name as it appears on your transcript)

Maiden Name if applicable:

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Telephone Number:

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Present Address:

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Date of Birth:

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Date of Graduation/

Date of Discharge:

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(If you received a GED, enclose a copy of the GED and scores)

Signature: \_\_\_\_\_

Send Transcript to:

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Attention: \_\_\_\_\_

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

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For information, you can call Ms. Barrett at 718-281-8241 Monday - Friday between 8am & 10am.

Please Note: No fax or e-mail requests will be accepted.