

Ordering High School Transcripts

Alumni Transcript Request

To request a copy of your transcript contact Tiana Poplawski, Guidance Secretary at:

Telephone: 315-677-7849
Fax: 315-677-3132
Email: tpoplawski@lafayetteschools.org
Mail: LaFayette Jr.-Sr. High School
Guidance Office
3122 Route 11 N
LaFayette, NY 13084

Please include the following information:

- Your first name, middle name or initial, last name and maiden name if applicable
- Your date of birth
- The year you graduated from LaFayette or the date of withdrawal from school
- A phone number where you can be reached
- The name and address of the college or employer requesting the transcript or your address if you prefer it be mailed directly to you (transcripts can also be picked up from the Guidance Office)
- Specify if you need an official or unofficial; transcript

Official Transcripts – Are signed by the counselor and have the guidance seal. These will be in a sealed envelope only to be opened by the college or employer requesting them. These will be mailed to the recipient or directly to the person to whom it belongs.

Unofficial Transcripts – Will be stamped “Unofficial” and is for viewing purposes only. These can be faxed, mailed or picked up in our office.