

Ordering High School Transcripts

Alumni Transcript Request

To request a copy of your transcript contact Paula Thompson,
Guidance Secretary at:

Telephone: 315-677-7849

Fax: 315-677-5507

pthompson@lafayetteschools.org

Mail: LaFayette Jr.-Sr. High School
Guidance Office
3122 Route 11, North
LaFayette, New York 13084

Please include the following information in your request:

- 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 date of withdrawal from school
- A phone number where you can be reached, including the area code
- The name and address (if available) 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 in 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.