**FDNY – Captain Vernon A. Richard High School**
400 Pennsylvania Avenue, Brooklyn, NY 11207
Telephone: (718) 688-7930 Fax: (718) 922-0593
**LaVern Eady,** Acting Principal
**David Morales,** Assistant Principal
**Erica Sumter,** Assistant Principal

## REQUEST FORM FOR TRANSCRIPT, IMMUNIZATION, DIPLOMA LETTER OR EDUCATION/ATTENDANCE VERIFICATION

**Email to JLapene@schools.nyc.gov or mail directly to the school**
**PLEASE ATTACH PROOF OF ID!!!!**

**Today's Date** _____

(PLEASE PRINT CLEARLY)

**First Name:** _____ **Last Name**: _____

**Maiden Name while attending school:** _____

**DATE/YEAR GRADUATED OR DISCHARGED**: _____

**Date of Birth:** _____ **Social Security #**:_____

**Telephone#:**_____

**Please indicate which school you were discharged from**:

_____ FDNY High School

_____ HS for Civil Rights

**STUDENT'S SIGNATURE**: _____

Please Check (X) on the document that is requested:

_____ **OFFICIAL TRANSCRIPT** (An official transcript bears the seal of the school and an authorized signature) **( Mailed directly to Colleges/University/Employer)**
**Name & Address of Colleges/University/Employer**

_____
_____
_____

_____ **DIPLOMA LETTER**

_____ **IMMUNIZATION RECORD**

_____ **LETTER ONLY VERIFYING DATES OF ATTENDANCE**

_____ **(UNOFFICIAL TRANSCRIPT – STUDENT COPY) – Mailed to Student**
**Student's Address:** _____

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