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

HOW TO OBTAIN AN OFFICIAL TRANSCRIPT

1. Requests for all transcripts must be made in writing.
2. Fill out the attached request form and sign.
    a. Print your name as it was when you attended FDNY HS.
    b. If married, please give your maiden name.
    c. Date/Year you graduated or were discharged.
    d. Address to where documents are being sent. **(Please be aware that official transcripts will be sent to colleges and employers.)**
    e. Date of birth.
    f. Telephone #
    g. Signature **(a signed request must be on file when requesting a transcript or any other document. It is the law!)**
    h. Attach proof of ID
3. Mail the request form and copy of ID to:

    FDNY High School
    400 Pennsylvania Avenue 3rd Floor
    Brooklyn, NY 11207
    Attn: Records

OR

Email it to **JLapene@schools.nyc.gov**

HOW TO OBTAIN A DIPLOMA LETTER/EDUCATION/ATTENDANCE VERIFICATION LETTER

1. Requests for a diploma letter, education or attendance verification letter must be done in writing.
2. Follow the above instructions.

HOW TO OBTAIN A COPY OF YOUR IMMUNIZATION

1. Requests for immunization must be done in writing.
2. Follow the above instructions.