

# GAHS

## Gramercy Arts High School

40 Irving Place, 7th Fl. We're committed to building a strong, equitable, and purposeful New York, NY 1000 scholarly and artistic community that prepares all students (212) 253-7076 phone to succeed in a college of their choice, and beyond. (212) 253-8095 fax

[gramercyhs.org](http://gramercyhs.org)

Pamela Mudzingwa-Makina, Principal *Established 2008* Brian Faughnan, Assistant Principal  
Emily Smith, Assistant Principal



### Transcript, Records or Education Verification requests:

Please email the following to [LCordero@schools.nyc.gov](mailto:LCordero@schools.nyc.gov)

- A picture of your photo ID (**jpeg format**) -ID cannot be expired
- A completed SIGNED [Transcript request form](#) (Your OSIS # is **not needed** to complete the request)

3rd party agencies must provide a signed release from the former student that includes the former student's full date of birth (month, day and year). **Requests that do not include the full date of birth of the former student (month, date and year) will not be processed.**

All requests must include the full mailing address and/or fax number of the college or business you wish the transcript to be mailed/faxed to. Completed requests will be emailed or mailed via USPS.

Official transcripts **MUST** be sent directly to the college/business by a Gramercy official and will be encrypted.

You **cannot** come to the school to pick up transcripts.

**Diplomas cannot be replaced if lost or stolen under any circumstances.**

Contact the [College Board](#) for assistance with SAT scores.

**Former Washington Irving Students** [Click Here For Instructions To Request Washington Irving HS Records](#) (**Gramercy Staff does not process Washington Irving transcripts**)