

GAHS

Gramercy Arts High School

40 Irving Place, 7th Fl. We're committed to building a strong, equitable, and purposeful New York, NY 1000 scholar 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

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

- 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)**