



The New York City Department of Education
Francis Lewis High School
Dr. David Marmor, Principal

58-20 Utopia Pkwy., Fresh Meadows, NY 11365 (718) 281-8200

Mail this form along with a \$5.00 Money Order, per item requested, (no cash or personal checks) payable to Francis Lewis High School to the above address. Thank You.

PLEASE PRINT

Date of Request: _____

Name: _____
Last Name Maiden Name First Name

Telephone#: _____ OSIS# (if you know it): _____

Present Address: _____

Date of Birth: _____

Date of Graduation or Discharge: _____

Signature: _____

Check One ___ Letter of Graduation
 ___ Letter of Attendance
 ___ Official Transcript (sent only to colleges or employment)
 ___ Unofficial Transcript (sent to student)
 ___ Other _____

Send transcript/letter to: _____

Attention to: _____

BY POSTAL MAIL ONLY! PLEASE ALLOW 1 WEEK PROCESSING TIME.
For further information call: 718-281-8269 School Days, 8-3 PM