



# Greater New York Academy of SDA

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## REGISTRAR'S OFFICE

nsantiago@gnyacademy.org

## TRANSCRIPT / DIPLOMA REQUEST

### STUDENT INFORMATION

Date: \_\_\_\_\_

Year of Graduation: \_\_\_\_\_

Full name: \_\_\_\_\_

Current Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Former name (if applicable): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

### SENDING INFORMATION

Please send my transcript / diploma to the following:

Mailing Address #1: \_\_\_\_\_

Mailing Address #2: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

- No transcript / diploma can be issued unless all financial obligations to Greater New York Academy have been met.
- Processing time is 2-5 business days for transcript and 1 month for diploma, not including mailing time.
- A fee of \$10 (check, cash, money order or debit/credit) is charged for each transcript.
- A fee of \$100 (check, cash, money order or debit/credit) is charged for each diploma.

### OFFICE USE ONLY

Business office clearance: \_\_\_\_\_

Problem: \_\_\_\_\_

Transcript fee paid: \_\_\_\_\_

\_\_\_\_\_

Receipt #: \_\_\_\_\_

Letter: \_\_\_\_\_

Transcript sent (date): \_\_\_\_\_

Phone call: \_\_\_\_\_

Sent by: \_\_\_\_\_