



HERBERT H. LEHMAN HIGH SCHOOL

3000 East Tremont Avenue, Bronx, New York 10461

Mr. John Powers, Principal



Telephone: (718) 904-4200 Ext. 1692

Fax: (718) 904-4235

Records, Official Transcripts, Verification of Attendance Procedures

Obtaining Transcripts – Former Students – Recent Graduates

Former students can get copies of official transcripts from the last New York City Department of Education (NYCDOE) high school attended. In order to get a transcript you must:

- Complete this [Student Records Request Form](#)
- Bring a passport or state-issued photo ID to prove your identity

If you plan to visit the school in person,

Herbert H. Lehman High School, 3000 E. Tremont Avenue,
Bronx, New York 10461

Call first, 718-904-4200, some schools set specific days and times for these requests.

In person Record Room hours are Monday thru Friday 1:00 pm to 3:00 pm, Room 168

Former students who live outside of New York City can request records by mail or fax.

Complete this [Student Records Request Form](#)

- Include a copy of your photo ID with signature
- Include contact information
- Where to send official transcript or verification of graduation (if not in person)
- Fax to 718-904-4235 attention Records Room

Fill in the information below and submit along with a picture ID:

First Name	Middle	Last Name	
Date of Birth	NYCDOE Student ID (9 digit)		
Mailing Address (House Number, Street, Apartment Number)			
City	State	Zip Code	
Telephone Number	email address		
Circle Request:	Official Transcript	Immunization Record	Verification of Attendance Special Education
Signature	for school personnel: initial/date of completion		