



School Choice & Student Accounting
Every Child. Every Day. College Bound

Office of Student Enrollment & Records · Room 103 · 2597 Avery Avenue · Memphis, TN 38112 · Phone: (901) 416-5843

Board policy requires two (2) forms of identification (one a photo) to release a transcript. The cost of a transcript is \$2.00. Memphis City Schools does not accept personal checks.
NOTE: Please allow a minimum of one week for processing and mailing.

REQUEST FOR A HIGH SCHOOL TRANSCRIPT

What was YOUR NAME in school? _____

Date of Birth _____ Please circle one: Male or Female Check one of the following:

___ African American ___ American Indian/Eskimo ___ Asian/Pacific Islander ___ Hispanic ___ White/Anglo

Name of Parent(s) _____

Address while attending school _____

Are you a graduate of Memphis City Schools? _____ If yes, what year? _____

What is the last Memphis City School you attended? _____

What is the last year you attended a Memphis City School? _____

What is the highest grade you completed in a Memphis City School? _____

I need this transcript for: ___ College ___ Job ___ Personal Copy ___ Other: _____

Current Name _____

Street Address _____ City _____ State _____ Zip _____

Daytime Phone _____ Other Phone _____ Social Security Number _____

Name and mailing address to send transcript, if different from the one provided above _____

I understand that confidential information such as my date of birth, place of birth, social security number, previous addresses and telephone numbers, school attendance, and other information may be a part of my educational record and will be released when I request my school records.

Signature _____ Date Requested _____

Additional Information: _____

___ Photo ID ___ 2nd ID ___ Fee Paid _____

Signature of Records Official Date Mailed