



School Choice & Student Accounting
Breakthrough Leadership. Breakthrough Results.

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

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) _____

Social Security Number _____

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

What is the name of 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: _____

I am requesting a _____ High School Transcript Only _____ Copy of my Entire School Records

My current name & address: PLEASE PRINT	Mail my transcript or record to: PLEASE PRINT
_____	_____
_____	_____
_____	_____
_____	_____

Telephone number(s) where I can be reached: _____

My signature below indicates I understand and give my permission to Memphis City Schools to release confidential information, and/or any other information, contained in a copy of my high school transcript and/or a copy of my entire school records. This information may include, but is not limited to, my date of birth, place of birth, copy of my birth certificate, social security no. or copy of my card, previous addresses and telephone numbers, school attendance, etc.

Signature _____ **Date Requested** _____

Additional Information: _____

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___ Photo ID ___ 2nd ID ___ Fee Paid _____
Signature of Records Official Date Mailed