



Education Office: 8250 Varnavas Drive, Cordova, TN 38016
Phone: 901 260-2840

*If you attended Bishop Byrne High School or Memphis Catholic High School, please complete the form below and email to: charlotte.britt@cc.cdom.org

*If you attended Immaculate Conception Cathedral School,
please call Cathy Armstrong at 901-725-2700.

Request for Official School Credits / Transcripts

Please type or print clearly.

Name of School: _____

Graduation Date if Applicable: _____

Name of Student: _____

Grade last attended at school listed: _____

Student's Date of Birth: _____

Address w/ CSZ: _____

Phone: _____ Email: _____

Name of Person Requesting Transcript: _____ Relation to Student: _____

Address/Phone/Email if different from above: _____

Please check:

_____ Mail transcript to the following educational institution. _____

_____ Mail transcript to the following business address. _____

_____ Will pick up: (Please call Charlotte Britt at 901 260-2840 before you pick up)

Signature of Person Requesting this transcript: _____

Date: _____

Please allow 3-5 days per transcript request. Thank you.