



5825 Shelby Oaks Drive, Memphis, TN 38134
Phone: Education Office: 901 373-1219 / Fax: 901 373-1223

Please email this form to:
tallie.hodges@cc.cdom.org

**PLEASE ALLOW 3-5 DAYS PER
TRANSCRIPT REQUEST. Thank you.**

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 one:

_____ Mail transcript to the following educational institution. _____

_____ Mail transcript to the following business address. _____

_____ Will pick up at the Catholic Diocese: (Please call Tallie Hodges – 373-1219 before pick up)

Signature of Person Requesting this transcript: _____

Date: _____

ALL TUITION AND FEES MUST BE CURRENT PRIOR TO THE RELEASE OF TRANSCRIPTS.