



The mission of The Collegiate School of Memphis is to prepare young ladies and gentlemen for college success within a highly-structured, nurturing, Christian environment.

REQUEST FOR TRANSCRIPT

Transcript will not be sent until ALL financial or other holds are resolved.

It is the Student's responsibility to:

- Receive **Approval** from the **Bursar**.
- Receive **Verification** of information/readiness from the **Registrar**.
- Submit this completed form to the **Registrar** at least two weeks prior to the college's postmark deadline. *It is to your benefit to submit this form early.*
- Complete and submit a separate form for each college/university when requesting transcripts for more than one institution. *Be sure to staple all forms together when requesting transcripts to more than one college/university.*

If CSM does not have my official ACT/SAT scores on file, I understand that it is also my responsibility to contact the testing agency directly to request that my official test scores be sent. I understand that official transcripts are submitted within a sealed envelope, and if the seal is broken, the transcript becomes unofficial.

Student Signature: _____ Today's Date: _____

Student's Full Name (please print): _____

Address: _____

City: _____ State: _____

Zip: _____ Phone: _____

Class of: _____ Check here if UNOFFICIAL copy for student.
 Check here if applying via Common App.

Request for Official Transcript

University/College or institution: _____

Address: _____

City: _____ State: _____ Zip: _____

Please check one of the following for transcript submission: -- ~~Electronic~~ not available Mail

Postmark Deadline: _____ (Leave blank if applying under Rolling Admission)

Special/Other Instructions: _____

I am applying under the following admissions program: (check one) Early Action (non-binding) Regular Decision
 Early Decision (binding) Rolling Admission

CSM Office Use Only

Bursar: Approved for Transcript Not Approved for Transcript

Not approved because: _____

Signature: _____ Date: _____

Registrar: Ready for Transcript Not Ready for Transcript

Signature: _____ Date: _____

Electronic Submission/Date: _____ Mailed/Date: _____ UNOFFICIAL ready for Student/Date: _____