

REQUEST FOR STUDENT RECORDS

Alumni and Corporate Fees (effective 10/01/2022)



► **MSCS currently enrolled student requests are processed at no cost.**

Former student requests are processed at the following costs:

<u>Document Type</u>	<u>Student/Alumni Fee</u>
High School Transcript	\$6.00
Complete Cumulative Record	\$20.00

Corporate fees are processed at the following costs:

<u>Document Type</u>	<u>Corporate Fee</u>
High School Transcript	\$20.00
Proof of Graduation (Education Verification)	\$20.00
Complete Cumulative Record	\$35.00
Responses to Subpoenas	\$35.00

► *The following information is NOT available through the Shelby County Schools Records Office:*

Document Type NOT available

Duplicate Diploma

G.E.D.

Request Information

Please contact the Tennessee Department of Education at
(615) 532-4734.
Website: tn.gov/education

Service is through: Diploma Sender
Contact information: www.DiplomaSender.com or you may order by
calling 1-855-313-5799