**HOW TO REQUEST YOUR HIGH SCHOOL TRANSCRIPT**

***Request high school transcripts or graduation verification documents directly from the Shelby County School District’s website at:*** **https://scstn.scriborder.com/*****.***

There is a cost for these requests, so you will need to be prepared to make an electronic payment to complete your request.

If you do not request your transcript via the district site your request cannot be filled.

**HOW TO REQUEST IDENTIFICATION DOCUMENTS**

*You* ***CANNOT******REQUEST*** *personal identification information from Raleigh-Egypt HS or the Shelby County School District*. Why, you ask. When you received your diploma, you also received your complete cumulative record. ***The school does not retain copies of anything in your cumulative record*** (i.e. shot record, birth certificate, social security card, report cards, etc). You will not be able to request these documents from the school because the school will not have them. So, make sure you put the important documents from your cumulative record in a safe place.

 