

HIGH SCHOOL TRANSCRIPT FORM

INSTRUCTIONS TO APPLICANT:

1. Please read carefully and completely. Fill out the following requested information.
2. Take or mail this form to the High School from which you graduated. If you received a G.E.D., you may want to call first to see where your G.E.D. records are located. If the High School/Board of Education charges a fee for mailing your transcript to us, **YOU ARE RESPONSIBLE FOR PAYING THE FEE.**
3. Please have the High School/Board of Education mail your transcript or G.E.D. scores directly to the Memphis Police Department at the address listed below.
4. When the Memphis Police Department receives your transcript, it becomes the property of the City of Memphis and cannot be released to any other person or agency. It is your responsibility to contact the Employment Team to make sure it has received your transcript(s) by the stated deadline.

NOTE: ALL TRANSCRIPTS/G.E.D. SCORES MUST BE RECEIVED AT THE MEMPHIS POLICE EMPLOYMENT TEAM OFFICE BY MAIL FROM YOUR HIGH SCHOOL/BOARD OF EDUCATION. TRANSCRIPTS DELIVERED IN PERSON OR MAILED BY YOU WILL NOT BE ACCEPTED.

Detach the form provided below and mail to the High School that maintains your permanent transcript.

NAME OF HIGH SCHOOL:

TO WHOM IT MAY CONCERN: I have applied for a position with the Memphis Police Department. I am requesting that you mail, along with this form, a copy of my official high school transcript (showing my graduation date) or my G.E.D. scores to the Memphis Police Department at the following address:

**Memphis Police Department
Employment Team
4371 O.K. Robertson Road
Memphis, TN 38127**

My name is (Last, First, Middle):

My name at the time I attended your school was (Last, First, Middle):

My complete mailing address is (include city, state and zip code):

My home phone number: _____ My work phone#

My date of birth: _____ My Social Security #

I graduated on: _____ Class of _____ I received my G.E.D. on

I UNDERSTAND THAT I WILL BE RESPONSIBLE FOR ANY FEE INCURRED AS PART OF THIS REQUEST. Signature: _____ Date: _____

*****PLEASE RETURN THIS FORM WITH TRANSCRIPT*****