



# Memphis Academy of Science and Engineering Records Request Form

Office Use Only  
Completion Date:

**PLEASE NOTE THAT IT WILL TAKE 2 TO 3 BUSINESS DAYS TO PROCESS RECORDS REQUEST**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Grade Level: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Last Grade Completed at MASE: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

Instructions: Please check the item(s) below you want to pick up from the Main Office or mailed to the school(s) or college(s).

Birth Certificate \_\_\_\_\_ Social Security Card \_\_\_\_\_ Shot Records \_\_\_\_\_

TCAP Scores \_\_\_\_\_ ACT/SAT Scores \_\_\_\_\_ Report Card \_\_\_\_\_

Transcript\* \_\_\_\_\_

\*First 3 Transcripts are FREE for CURRENTLY ENROLLED MASE students. Additional transcript requests are \$2.00 each. ALL other transcript requests (including former and postgraduate students) are \$2.00 each.

Instructions: If you would like MASE to mail the information above, please list the name and mailing address of the school(s) or college(s) below.

(1) Name of School/College: \_\_\_\_\_

Mailing Address of School/College: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

(2) Name of School/College: \_\_\_\_\_

Mailing Address of School/College: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_