

# CHS Transcript Request

Please read instructions carefully and **complete the 2 STEPS** below for transcripts to be processed.

- 1. Complete the electronic CHS Transcript Request Form by clicking this link:**  
[CHS TRANSCRIPT REQUEST FORM](#)

**\*\*You must click "Submit" in order for your response to be recorded\*\***

- 2. Complete the steps below for online payment for CHS Transcripts:**
  - Click the following link: <https://osp.osmsinc.com/ColliervilleTN/>
  - Select "**High School**", then select "**Collierville High School**"
  - Select the box next to:
    - "**CHS Transcript Request**" for current students
    - "**CHS Alumni Transcript Request**" for Alumni
  - Click "**Add to Cart**" and follow the prompts to complete your payment