Printed Grade Report Request

The college will not be mailing semester grade reports unless specifically requested. Grades and transcripts are available on WebConnect. See the handout for procedures to review and print semester grades or unofficial transcript.

For students who wish to receive a paper grade report the following information is needed. The college will process these requests in the week following the availability of grades on WebConnect.

Phone requests from the student are acceptable with grades ONLY being sent to the address of record.

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Student ID Number: _____

Name:_____

Address:_____
No. Street

_____
City St Zip

Signature: _____ Date: _____