REQUEST FOR OFFICIAL GRADE REPORT

Please Note:
Your grade report can only be sent to your home address as shown on my.scranton.edu in Self Service. If the address in Self Service is not correct, please submit a Student Address Correction Form before requesting an Official Grade Report.

By completing and signing this form, I authorize The University of Scranton to send my grade report to my home address as listed on my.scranton.edu in Self Service.

Please print clearly:

Name: ________________________________

Royal ID#: __________________________

Term for which grades are requested: __________________________

Signature: ____________________________ Date: __________________

Submit this completed form to the Office of the Registrar & Academic Services for processing in one of the following ways:
- Deliver to: O’Hara Hall, Registrar’s Office, or
- Fax to: (570) 941-4148, or
- Mail to: 800 Linden St., Scranton, PA 18510-4684