



THE UNIVERSITY OF
SCRANTON
A JESUIT UNIVERSITY

Office of the Registrar & Academic Services
Scranton, Pennsylvania 18510-4684
(570) 941-7721 FAX (570) 941-4148

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