

Final Grade Mailing Request

Year: 20 _____ Fall _____ Spring _____ Summer

Please send my final grades to me at my permanent address. I have confirmed with Cougar Trail on the Web that my permanent address is correct. Midterm grades will not be mailed. **Note:** *This form should be completed and returned to the Registrar's Office before the end of each semester. Allow at least two weeks after grades are posted on Cougar Trail to receive your mailed grades. You may view/print your institutional transcript on Cougar Trail. If you need an official transcript, please follow the appropriate process to request your transcript from our office.*

Student Identification Number: _____

Legal Name (Please Print): _____
Last
First
Middle

Signature: _____ Date: ____ / ____ / ____

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