



MarymountManhattan

Center for Student Services
221 East 71st Street
New York, NY 10021-4597
(212) 517-0500
(212) 517-0491 (Fax)

Grade Report Request Form

Policy:

- Grade reports will be processed within 3 - 5 business days for **current semester** only.
- Requests will not be processed if the student record reflects a hold.
- The Center for Student Services is not responsible for incorrect addresses or postal delays.

Student's Name(Please Print) and Current Mailing Address:

Student ID No: _____

Date of Birth: _____

Daytime Telephone Number: _____

Email Address: _____

Grade Report:

- Sent to Non-Degree Students Other – Address below
- Sent to Employer/Institution

Current term requested:

- Fall _____ January _____ Summer II _____
- Spring _____ Summer I _____

Send grade report to following address:

Attn: _____

I authorize the release of my grade report to be sent to the name/institution and address as stated above.

STUDENT'S SIGNATURE

DATE

OFFICE USE
PROCESSED BY: _____

DATE: _____