

OFFICIAL GRADE REPORT REQUEST

MARYVILLE
UNIVERSITY
SAINT LOUIS

INSTRUCTIONS: All grades are viewable and printable online via the AccessMaryville system. Students needing an official grade report for employer reimbursement, scholarships, grants, etc. should complete the information below and return or fax to the Maryville University Registrar's Office (see inquiry information for address and fax number). An Official Grade Report may be requested in advance of final grade posting, and a separate Official Grade Report Request is required for each term.

<p>► _____ Date of request</p>	<p>► Grade report requested for:</p> <p><input type="checkbox"/> Fall 20____</p> <p><input type="checkbox"/> Spring 20____</p> <p><input type="checkbox"/> Summer 20____</p>	<p>► Grade Reports are mailed to the address on file in the Maryville University data system. To update your permanent mailing address in Maryville's data system, please complete the information below:</p> <p>_____</p> <p>Address</p> <p>_____</p> <p>City State Zip code</p> <div style="border: 1px solid black; height: 50px; margin-top: 10px;"></div> <p style="text-align: center; font-size: small;">Student signature (required for all Official Grade Report Requests)</p>
<p>► Student identification information:</p> <p>_____ OR _____</p> <p>Maryville student ID Social security number</p> <p>_____</p> <p>Last name First name Middle name</p>		
<p>► Student contact information:</p> <p>_____</p> <p>Home telephone Work telephone Cell telephone</p> <p>_____</p> <p>Email address</p>		

Direct inquiries to:
Maryville University Registrar's Office
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13550 Conway Road
St. Louis, MO 63141

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Telephone: (314) 529-9370
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