

SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE

Request for Copy of Final Grades Report

By completing this form, you are requesting a report listing your final grades from a specific term at SIUE. If you need a written record of your final grades for your own use, you should access CougarNet to print a copy of your final grades.

If you need a formal grade report for enrollment certification or tuition reimbursement purposes, you will need to print, complete and sign this form. To preserve student privacy, unsigned requests will not be processed. You must complete ALL sections of the form. **NOTE: If you are sending the Grade Report to a third party, please be aware that your permanent address will be displayed on the Grade Report.**

Once you have completed and signed this request, you may email it to siurecords@siue.edu, fax it to 618-650-3332, drop it off at the Service Center (Rendleman Hall Room 1309), or mail it to the address listed at the bottom of the form.

If the request is for grades from a previous term, it can be processed right away. If your request is for grades for the current term, the form will be held until final grades have been processed at the end of the term.

Name: _____ **Date:** _____
(If you attended SIUE under a different name, please provide that name.)

Student Identification Number: _____
(If you do not know your Student ID, please provide your Date of Birth.)

Term for which Grade Report is Needed: _____

Signature: _____
(Form cannot be processed without student's hand-written signature.)

Purpose for which Grade Report is Needed: _____

Address to which Grade Report is to be mailed or emailed:

Completed form can be mailed to the following address:

Service Center
Box 1047
Southern Illinois University Edwardsville
Edwardsville, IL 62026

Any questions regarding this request may be directed to the Service Center at 618-650-2080.