



# MarymountManhattan

a college of the liberal arts

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

## Grade Report Request Form

### Policy:

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

### Applicant's Current Name and Mailing Address:

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Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Grade Report:

- Sent to Student
- Sent to Employer/Institution

### Current term requested:

- Fall \_\_\_\_\_
- Spring \_\_\_\_\_
- January \_\_\_\_\_
- Summer I \_\_\_\_\_
- Summer II \_\_\_\_\_

STUDENT SIGNATURE

DATE

### Send grade report to following address:

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Attn: \_\_\_\_\_