



## Request for Copy of Final Grades Report

By completing this form, you are requesting a grade report listing of term grades. If you need a written record of your final grades for your own use, you should access CougarNet at [www.siu.edu/COUGARNET](http://www.siu.edu/COUGARNET) to print a copy of your final grades.

If you need a formal grade report for enrollment certification or tuition reimbursement purposes, complete this form, print, and sign it. To preserve student privacy, unsigned requests cannot be honored. You must complete all sections of this form.

This completed, signed form may be dropped off at the Service Center, Rendleman Hall Room 1309, mailed to the address at bottom of form, or faxed to the Service Center at (618) 650-3332.

Your request will be held until grades have been processed for the term. Grades are normally available by the Friday after Finals, but is subject to change.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Identification Number: \_\_\_\_\_

Term for which Grade Report is needed: \_\_\_\_\_

Signature: \_\_\_\_\_  
(Form cannot be honored if it is not signed.)

Purpose for which Grade Report is needed:

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Address to which Grade Report is to be mailed:

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Completed form can be mailed to the following address:

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

Questions regarding this form should be directed to the Service Center at (618) 650-2080.