



**OFFICIAL GRADE REPORT REQUEST**

**Registrar's Office Chalon**  
12001 Chalon Road  
Los Angeles, CA 90049  
(310) 954-4020, phone  
(310) 954-4029, fax

**Registrar's Office Doheny**  
10 Chester Place  
Los Angeles, CA 90007  
(213) 477-2520, phone  
(213) 477-2519, fax

Official grade reports are provided free of charge, however, a grade report will not be released if you have a business, collections or financial aid office hold. Typical processing time is 1-3 business days from date of receipt and only if grades have been verified. Please allow up to 5 business day for records with any terms prior to 1996. Grade reports can only be provided for terms that have been completed and grades have been officially posted. Fax or mail your request to Chalon or Doheny.

**SECTION A STUDENT INFORMATION**

Name while attending: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 MSMU ID#: \_\_\_\_\_ and/or Social Security: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Semester Requested: (check one)  Spring 20\_\_\_\_\_  Summer 20\_\_\_\_\_  Fall 20\_\_\_\_\_

**SECTION B FORWARDING INSTRUCTIONS**

*(Note: Official grade reports cannot be sent via email)*

**Check one (1):**

- Hold for Pick Up at Doheny (*photo ID required for all pickups*)
- Hold for Pick Up at Chalon (*photo ID required for all pickups*)
- I authorize \_\_\_\_\_ to pick up on my behalf (*photo ID required for all pickups*)
- Fax to Number: (\_\_\_\_\_) \_\_\_\_\_ Attn: \_\_\_\_\_
- Mail to: (please print address clearly) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 City State Zip

**SECTION C STUDENT ACKNOWLEDGEMENT**

***To protect your right to privacy, official grade report will NOT be released without your signature.***

\_\_\_\_\_  
**Student Signature** (Physical signature only - no font or electronic signature) **Date**