Mount Saint Mary's University
LOS ANGELES

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 <u>will not be released if you have a Student Accounts, Collections or Financial Aid Office hold</u>. 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) _____
Recipient's Name

_____
Street Address

_____
City State Zip Code

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**