

## GRADE MAILER REQUEST

The Department of Records and Registration does not mail paper grade mailers as a routine process. Students who require paper copies of grades for reimbursement or other purposes can print them from the web using [eservices@vcu](mailto:eservices@vcu) (VCU Student Records Access) or can make a request through Records and Registration. Use this form to request your grades.

**Grades will be sent for the most recently concluded semester only. This is not a transcript request.**

STUDENT NAME \_\_\_\_\_  
Last First MI

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STUDENT ID NUMBER

Grade mailer will be sent to the permanent address on record. Please verify your permanent address on [eservices@vcu](mailto:eservices@vcu) (<http://iserver.adm.vcu.edu/students>).

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

