

## GRADE REPORT REQUEST FORM

This form is for requesting a grade report to be mailed to your home address.

To request a transcript, please visit [lemoyne.edu/transcript](http://lemoyne.edu/transcript)

**\*\*Current students can view their grades online through Phinfo\*\***

*If you are not a currently enrolled student you will no longer have access to Phinfo*

### Phinfo Directions:

Type [phinfo.lemoyne.edu](http://phinfo.lemoyne.edu) in the address line of your web browser, log in using your account information, click "Grades", choose the semester and your grades should appear.

Name (while enrolled): \_\_\_\_\_

Student ID or SS#: \_\_\_\_\_

Check One: ☐ Undergraduate ☐ Graduate ☐ Other \_\_\_\_\_

Reason for Requesting Grade Report: \_\_\_\_\_

I would like my grade report...

☐ Mailed for the \_\_\_\_\_ term/semester(s) only

☐ Mailed for the term/ semester(s) above, and automatically mailed for future semesters

- *If you choose this box, a grade report will automatically be mailed to your home address each semester until you notify the Registrar's Office in writing or from your Le Moyne e-mail account. Grade reports cannot be automatically mailed to any address other than your home address (even if you provide an address below)*

Your grade report will be mailed to your home address. If you would like it mailed to an alternative address, please provide the address below (be sure to include recipient name, street, state and zip)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

REGISTRAR'S OFFICE USE ONLY:

DATE REC'D \_\_\_\_\_ DATE PROCESSED \_\_\_\_\_ INIT. \_\_\_\_\_